

# TRAVEL FAQs

## (Frequently Asked Questions)

**Q. How do I get money from Associated Students for a trip I am taking on behalf of my student organization?**

**A.** Complete the Travel Packet documents and submit them to the A.S. Business Office.

**Q. I just learned that I got approved to present my paper at a national convention for our organization. The convention is next week. How can I get money from Associated Students for travel?**

**A.** Submit your request to the A.S. Finance Board for final approval. There is a requirement that travel monies be allocated and travel documents completed two weeks prior to travel and on file in the A.S. Business Office. A clear justification needs to be presented in the proposal to grant funds on such short notice.

**Q. What is the internal process of my travel packet after I submit it to the A.S. Business Office?**

**A.** The completed and approved packet is kept in the Business Office with the Accounts Payable clerk until receipts are submitted to the Business Office for reimbursement.

Completed and approved means: The Travel Fund Request, travel waivers, and driver's information, if traveling by vehicle, have been properly filled out. For those driving, valid driver's license and auto insurance certificate must also be provided. The travel packet, once receipts are submitted for reimbursement, is then matched up with the reimbursement request and processed for payment.

**Q. I do not have a valid driver's license, it just expired. I'm supposed to drive to Sacramento for a conference. Can I still drive to Sacramento and get reimbursed for my gas mileage? I'll show you a renewed license when I get one later.**

**A.** All documents, driver's license and auto insurance, must be valid prior to travel. A temporary renewal driver's license is acceptable, but if the driver is unable to obtain a temporary license, travel cannot be approved.

**Q. I do not have a copy of my auto insurance; do I really need to provide a copy?**

**A.** Yes

**Q. My travel was approved by my student organization, I've gone on my trip... now what do I do?**

**A.** Providing that all Travel Packet documents are on file in the Associated Students Business Office, all that is required is to submit a travel reimbursement check request. Original travel receipts and documentation of attendance at the function you were approved to attend must be attached.

**Q. I did not bring back the Travel Packet to your office on the date required, I'm submitting it now. Is that okay? I leave next week on my trip.**

**A.** Even though you may have been approved for travel reimbursement, failure to have turned in the travel packet on time may result in not being reimbursed for travel. If Travel Packet documents are late, your reimbursement request will have to be approved by Finance Board and it will be necessary for you to attend the Finance Board meeting which will consider your request for reimbursement.

**Q. The Finance Board denied my funding request, is there another source from which I can request funding for a trip I'd like to take?**

**A.** Organizations which fall under the umbrella of a College Council may request funds from their College Dean's office or funds from the Instructionally Related Activities Fund. These funds are not monitored by Associated Students in any way as they are University funds.

**Q. I heard that there's a fund called CCR. Who do I talk to about getting money for a trip I'd like to take?**

**A.** Finance Board reviews requests for funds from CCR monies.

**Q. How do I get on the Finance Board Agenda?**

**A.** Requests to be on the agenda must be done at least one week prior to a scheduled action Finance Board meeting. Requests typically come via a funded student organization and must be accompanied by minutes from the Student Organization (i.e. Pacific Islander Student Association, MEChA, etc.)

**Q. Is there any way to get reimbursed for money I spent on travel even though I did not get money approved by the Finance Board?**

**A.** Submit an after-the-fact reimbursement to the Finance Board requesting approval to be reimbursed for monies spent.

**Q. I could not get a travel waiver signed by one of the people who would like to go on our trip. Can that person still go?**

**A.** No. A signed waiver must be on file two weeks prior to trip departure.

**Q. Why do I have to complete all these travel documents just to take a trip?**

**A.** These documents are for the protection of the student and for Associated Students in the event of an accident.

**Q. Is it ok to submit copies of my travel receipts for reimbursement because I need to keep the originals?**

**A.** Yes. You may submit copies; however, copies will be marked as "consider as original receipt."

**Q. I got my travel reimbursement check but it isn't for the full amount of my receipts, how come?**

**A.** Your travel was approved only for a certain amount of money. That amount is all that you will be reimbursed for, regardless of the total of your receipts.

**Q. I'll be traveling in July after the semester ends, how do I make sure I can get reimbursed for my travel expenses which were approved by the Finance Board?**

**A.** Check with the A.S. Business Office to ensure that your request for travel funds have been approved and are set aside for your travel, which will ensure money is in the account and available for you upon your return. FYI: The fiscal year for A.S. runs from July 1 to June 30, therefore it is very important that you check with the Business Office to make sure the money is designated for your specific trip. Submit the Travel Packet documents no later than two weeks prior to departure. Failure to do so could result in non-reimbursement of your expenses. Finally, attach original receipts for your trip expenditures to a "Travel Expense Report" and "Check Request" form (available online at <http://as.sdsu.edu> or in the A.S. Business Office), and submit to the A.S. Business Office soon after your trip.