

## 2005-06 College Based Fee (CBF) - STUDENT TRAVEL POLICY

There is **\$15,000.00** available to support students to travel to Conferences etc.

### RATES of Reimbursement

All students attending a Conference can be reimbursed for:

- the advanced student/member registration rate (NOT onsite registration)
- food-travel-hotel with appropriate receipts, as follows:
  - \$250.00 maximum - students presenting, or presenting with a faculty member
  - \$150.00 maximum - students attending a conference

### PROCEDURES PRIOR TO DEPARTURE

1. Student travel packages and forms for **specific conferences** will be in the metal rack mounted on the wall outside the Department office, prior to each conference. Please ensure that you have the appropriate conference package, read the documents, and complete as follows:
  - a. Complete and sign the **TRAVEL REQUEST FORM 1A**, and have your advisor, sponsoring faculty member, or an appropriate faculty member sign it.
  - b. Initial the **IDENTIFIED RISKS OF PARTICIPATION FORM**.
  - c. Sign and date the **RELEASE AGREEMENT**, and have your advisor, sponsoring faculty member, or an appropriate faculty member sign and date this form as a witness.
  - d. Print your name and Concentration on the **STUDENT TRAVEL AUTHORIZATION**. Have your **advisor/sponsoring faculty member** indicate your role at the conference regarding **attendance** or **presentation**. The faculty member is to print their name, sign and date the form.
2. The entire package **MUST** be handed in to the Kinesiology Department office (43A-453) **prior to the departure of your trip**.

### PROCEDURES ON YOUR RETURN

1. **Within 7 days following the end of the Conference please** complete the on-line travel claim form #262 accessible from the following link, <<<http://www.afd.calpoly.edu/FiscalServices/travel/travelforms.htm>>> Send a soft copy of this form to <<[mpietsch@calpoly.edu](mailto:mpietsch@calpoly.edu)>>, then print out and sign a hard copy.
2. Attach **any hotel and/or other receipt(s)** to the hard copy travel claim form and deliver it to the Kinesiology Department Office (43A-453) within 7 days.

### ADDITIONAL IMPORTANT INFORMATION

1. **Only the vehicle owner and/or driver** is eligible to claim mileage.
2. Regarding accommodation, **you must have an original receipt in your name for each night you stay in a hotel**. Students sharing hotel accommodation should secure a receipt for the portion they contributed. Otherwise please ensure that all the names of persons who are claiming for accommodation reimbursement are noted on the receipt with the amounts verified by the hotel management.
3. **Students are responsible for arranging between themselves how to share accommodation and travel** expenses. No student will be reimbursed beyond the amounts indicated at the top of this form.

