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**ALLISON G. JONES**


Assistant Vice Chancellor

Academic Affairs, Student Academic Support

September 17, 2003

Code: AA-2003-27

To: CSU Vice Presidents of Student Affairs

From: Allison G. Jones   
Assistant Vice Chancellor  
Academic Affairs, Student Academic Support

Subject: **Systemwide Committee Student Representative Travel Procedures**

Student Academic Support, Academic Affairs, serves as the liaison between the California State Student Association (CSSA) and the Office of the Chancellor. One of our goals is the collaboration with CSSA to ensure that CSU students have an opportunity to participate in policy development as described in the CSU Board of Trustees shared governance resolution adopted in July 2001. The resolution provides that CSSA nominate for the Chancellor's consideration student representatives to participate in systemwide committees that call for student representatives.

Each year, student representatives are nominated by CSSA and appointed by the Chancellor to serve on the systemwide committees. These committees meet throughout the state, typically at one-day meetings. Overnight travel is minimal because most meetings allow committee members to travel to and return from the meeting on the same day. Funds are available in the Student Academic Support budget to finance students' travel expenses to approved systemwide meetings.

In prior years, the chancellor's office reimbursed the campus for student travel expenditures through project authorization forms. Recent changes in CSU's accounting procedures, however, have eliminated project authorizations. Therefore, we are requesting your assistance by instituting a new procedure for planning and reimbursing travel costs incurred by students appointed to systemwide committees. The following steps have been developed to ensure student participation on committees, minimize out-of-pocket expenses incurred by students, and reimburse the students and campuses in the most efficient manner:

- Student representatives to systemwide committees appointed from your campus will be asked to contact your office as soon as possible after being appointed by the chancellor and to provide your office a copy of their appointment letter and a completed Vendor Data Record form (STD 204);
- Student representatives will provide your office notices of meetings or agendas to verify the meeting dates and times;
- Your office will be asked to complete the student's travel arrangements (including flight reservations), and to secure a cash advance for the student if the student requires one in order to cover expenses during the travel;
- Upon the student's return from the committee meeting, the student will be asked to submit the attendance verification form signed by the committee chair or chancellor's office staff member and to work with your office to complete a travel reimbursement claim that your office will submit for processing to your campus accounting department;
- The student will receive reimbursement for CSU-approved out-of-pocket expenses by your campus;
- Please provide the following to Judy Osman, Associate Director, Student Academic Support to ensure a reimbursement for student travel to authorized committee meetings. To expedite the allocation, the information may be faxed to Ms. Osman at (562) 951-4867.
  - A copy of the approved travel reimbursement claim
  - A copy of any advance checks issued for the trip
  - The General Fund account number where funds should be transferred to your campus to offset the costs of the trip.
- Upon receipt of the approved travel reimbursement claim and copies of checks to the student representative, Academic Affairs, Student Academic Support will transfer General Fund dollars to the General Fund account you have designated to reimburse the approved costs of the trip.

Approved travel costs include transportation (at state rates), hotel if required, per diem (if eligible meals are not provided by the committee), and out-of-pocket expenses (shuttle, parking, incidentals, etc.). Since the student representative, CSSA, and our office will need to work closely with the person on your staff who will plan and process this travel, please forward to me the name and contact information of the person whom you designate to work with students who will require reimbursement for travel expenses.

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I appreciate your assistance and support in making shared governance a priority. If you have any questions about this request, please contact either Ms. Judy Osman at (562) 951-4729 or via e-mail [josman@calstate.edu](mailto:josman@calstate.edu), or Ms. Christy Zamani, Student Relations Liaison, Academic Affairs, Student Academic Support, at (562) 951-4724 or [czamani@calstate.edu](mailto:czamani@calstate.edu).

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cc: CSU Presidents

Executive Vice Chancellor David Spence

Executive Vice Chancellor Richard West

Ms. Susana Gonzalez, CSSA Executive Director

Ms. Judy Osman

Ms. Christy Zamani