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MEMORANDUM

Code: AA-2013-01

Date: January 16, 2013

To: Vice Presidents for Student Affairs

From: 
Eric G. Forbes
Assistant Vice Chancellor

Subject: **Appointed Student Representatives to Systemwide Advisory Committees - Travel Procedures**

Student Academic Support (SAS) serves as the liaison between the Office of the Chancellor and the California State Student Association (CSSA). We work closely with CSSA to ensure that California State University (CSU) students have an opportunity to participate in recommending systemwide educational and administrative policies on systemwide advisory committees as described in the CSU Board of Trustees shared governance resolution adopted in July 2001.

Each year, student representatives are nominated by CSSA and appointed by the Chancellor to serve on systemwide committees. These committees typically meet each semester at the Office of the Chancellor and scheduled for one-day meetings to keep overnight travel to a minimum. Appointed student representatives serve an important role and their respective travel expenses to systemwide committee meetings are reimbursed by SAS.

The following steps have been outlined to ensure student representatives attending systemwide committee meetings minimize out-of-pocket expenses and campuses are reimbursed appropriately:

- Student representatives appointed to systemwide advisory committees will be asked to contact their campus Vice President of Student Affairs (VPSA) as soon as they have been formally appointed by the Chancellor or designee;
- Student representatives will provide their VPSA notices of meetings or agendas to confirm the meeting dates and time;

CSU Campuses

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- VPSAs will be asked to arrange the student's travel (including transportation and flight reservations), and to secure a cash advance for the student, if necessary, to cover travel expenses. Approved travel expense 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.);
- Upon completion of travel, student representative will submit (a) the attendance verification form signed by the committee chair or chancellor's office staff member and (b) travel reimbursement claim to VPSA for processing through the campus' accounts payable department;
- The student will receive reimbursement for CSU-approved out-of-pocket expenses by the campus;
- In order for the campus to receive reimbursement for approved student travel expenses to systemwide advisory committees, please provide the (a) Cash Posting Order (CPO) to SAS for transfer of funds and (b) a copy of the approved travel reimbursement claim.

I appreciate your assistance and support in making shared governance a priority. If you have any questions about this request, please direct questions to Mr. Ray Murillo, Associate Director, Student Programs, Student Academic Support, at (562) 951-4707 or rmurillo@calstate.edu or Dr. Sabrina Sanders, Assistant Director, Student Programs, Student Academic Support, at (562) 951-4693 or ssanders@calstate.edu.

EGF/ss

c: Chancellor Timothy P. White
Dr. Ephraim P. Smith, Executive Vice Chancellor and Chief Academic Officer
Dr. Ronald E. Vogel, Associate Vice Chancellor, Academic Affairs
Mr. Ray Murillo, Associate Director, Student Programs
Dr. Sabrina Sanders, Assistant Director, Student Programs
Mr. Miles Nevin, Executive Director, California State Student Association