

CSA Travel Policy

FUNDING REQUESTS: Funding requests must be fully completed and turned into the CSA office at least four (4) weeks prior to the event. If a request is incomplete when submitted, the incomplete request must be revised and resubmitted four (4) weeks prior to the event.

CSA VAN: The CSA van should be used for all CSA funded travel, if available. CSA will not pay gas mileage if the van is not used when available. The current mileage charge for both personal and CSA vehicle travel can be found on the Appropriations Request Form. The CSA Business Manager will set the daily minimum and mileage charge for the CSA van annually.

1. Priority of CSA vehicle use shall be as follows:
 - a. Funded organizations for out of town use
 - b. Funded organizations for local use
 - c. CSA recognized organizations for out of town use
 - d. CSA recognized organizations for local use
 - e. University Departments
2. If the event is over 520 driven miles from Clarion and the RSO plans on flying to the event, CSA may fund for the airline tickets to and from the event.
3. Any traffic violations occurring while using the CSA van is the responsibility of the driver. Any damage or parking violations are the responsibility of the organization. Any unrecoverable monies for damage to the CSA vehicle will be the responsibility of the organization. Abuse of the vehicle will be the responsibility of the organization. Abuse of the vehicle will result in the termination of the vehicle usage by the organization.

TRAVEL ADVANCES: All travel advances are restricted to meals, registration fees at conferences, lodging, and transportation.

1. Requests for advance travel checks must be submitted to the CSA office at least three business days before the travel departure date. It is the responsibility of the organization to submit on a timely basis any registration fee request that may have a deadline.
2. Payee named on any advance draw check becomes responsible for all expenditures. That person must account for all advances within ten (10) days of return with original receipts and/or return of advance draw monies not used. Failure to account for an advance properly as stated above will result in the freezing of that organization's account until such accounting advance is made.
3. In cases where meal allotments are made to a group on a daily allowance basis, a single check may be made to the advisor or leader of the traveling group. The name payee will obtain and return to CSA verification form members of the group that they have received the funds.

PER DIEM: The Student Senate Appropriations Committee sets Per Diem annually. The current per diem can be found on the Appropriations Request Form.

1. CSA will reimburse up to the maximum allowance, the PASSHE Lodging and Subsistence Rates for High Cost Areas, for all groups attending conferences of events in large metropolitan areas.

CREDIT CARDS: When possible, the use for personal credit cards for payment of lodging and meals is preferred. Reimbursement will be made with the proper submission of a payment request form to the CSA office. Tipping reimbursement is limited to the customary 15% with a maximum reimbursement of 20% for exceptional service.

CONFERENCES: The Clarion Students' Association may fund up to five (5) students to attend a conference. RSOs may only be funded to attend one (1) regional and one (1) national conference per academic year. CSA will not fund for advisors to attend the conference.

EDUCATIONAL TRIPS: CSA will only provide up to \$1,500 per academic trip and 60% of the trip must be funded outside of CSA. The academic trip must be open to all students on campus and students must sign up for the trip at the CSA office. A full itinerary for the trip must be provided with the funding request. The RSO must also acknowledge that the trip was funded using Student Activity Fee Money and that CSA and Student Senate are co-sponsors of the trip.

COMMUNITY SERVICE TRIPS: CSA will only provide up to \$8,000 for community service trips per academic year, once this threshold is reached, no other community service trips will be funded by CSA. At least 60% of the trip must be funded outside of CSA. The service project must be open to all students on campus and students must sign up for the trip at the CSA office. The service project must also be done in conjunction with a non-profit or not to profit organization (i.e. Habitat for Humanity, The St. Bernard Project, Clarion United Way, etc.) The RSO must also acknowledge that the trip was funded using Student Activity Fee Money and that the CSA and Student Senate are co-sponsors of the trip.

SUMMER TRAVEL: Any organization wishing to travel between the end of the current academic year and the start of the next academic year will need to submit a supplemental request prior to the end of the current academic year. At the start of the next academic year, the request will be voted on and the organization will be reimbursed upon a favorable vote.