

STUDENT TRAVEL

STEPS FOR STUDENT ORGANIZATIONS

What to include in the email to Julie Anaya:

- The specific activity/activities held during the event i.e. hiking, biking, learning about our positions, etc.
- What city, state, or country are you traveling to?
- Are you traveling solo or as a group?
- What is the physical address of where you are staying and where the event is, etc.? This should also be put in the comments section of the 25Live reservation.
- What is the phone number of the contact person who will handle the release of liability?

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Inform the following people that you will be traveling:

- Your org President and Treasurer
 - i. Treasurer should verify there are enough funds to travel and that those funds are available to reimburse your travel expenses by sending an email to Ashley Ulloa (aulloa3@csustan.edu).
- Julie Anaya, Coordinator of Student Organizations and Greek Life, Student Leadership & Development
- Your org faculty/staff Advisor

Each student who will receive a reimbursement is to complete a Vendor 204 Form

- Signed and delivered to Ashley Ulloa in ASI/USU front desk in Housing Suite 122.
- This form has to be set up for all students seeking travel reimbursement.

In order for the Concur profile to be created, each student is to send:

- Their full legal name, student ID number, and Stan State email address to Julie Anaya (jdanaya@csustan.edu) and CC Shondra Kaufman (skaufman@csustan.edu). Again, only needed if the individual will be receiving a reimbursement.
- The email needs to say: I authorize Julie Anaya to act as my delegate for request and expense reports.

If the student will be renting vehicles or driving personal vehicles, any drivers will need to complete defensive driver training.

- Use of personal vehicles require the State of California Form 261 be completed and on file with Student Leadership & Development. You can find the form here: <https://www.csustan.edu/sites/default/files/FinancialServices/Documents/Travel/std261.pdf>

All travel will require a Release of Liability (ROL).

- The ROL will be created and provided by Safety & Risk Management once the Concur or 25Live reservation has been created.