

Cal Poly Pomona Foundation, Inc.

“Quality Service Supporting Quality Education”

Office of Grants and Contracts

MEMORANDUM



DATE: January 1, 2022
TO: Grant and Contract Account Holders
FROM: Lily Maciel
RE: Points to Remember for Travel Expenditures

The *Travel Authorization and Expense Report* must be used to request reimbursement for all travel related expenditures for grant and contract accounts. All fields must be completed including claimants and authorizing signature fields with person traveling signing the form.

Some important points to remember when requesting travel reimbursement include the following:

- Reimbursement of expenditures can be based on either actual expenses based on itemized receipts or per diem rates (whichever is lower). Current per diem rates for meals are:

Breakfast (if travel begins before 7 a.m.)	\$11.00
Lunch	17.00
Dinner (if travel extends past 6 p.m.)	27.00
Incidental	7.00
- Lunch per diem cannot be claimed on travel that does not exceed a 24 hour period.
- If there are contract compliance limitations to the amount of per diem allowed to be claimed, the contract limitations will prevail.
- For one-day trips, if the travel extends before 7 am and after 6 pm, per diem can be claimed for breakfast and dinner only.
- Mileage will be reimbursed on actual miles driven at a rate of 58.5 cents per mile or the negotiated mileage rate stated in the approved contract, whichever is lower. Mileage claimed will be reviewed for reasonableness based on the departure and destination indicated.
- First-class airfares are not allowed.
- All items of expense must be properly accounted for and accompanied by receipts. Items claimed which do not have itemized receipts will not be reimbursed.
- If a travel expenditures are paid via a Foundation issued P-card (credit card), all travel transactions are considered advances and must be classified as object code 1120. A Travel Authorization Form must be submitted to clear all travel advances. All P-card transactions must be detailed on the Travel Authorization Form.
- **Whether a travel advance was issued or charges are made to the credit card, the travel claim is required to be submitted to Foundation Financial Services within sixty (60) days after return, whether or not any balance of monies is due the traveler or the Foundation. If your grant project expires is less than 60 days, we need the form as soon as possible to assure it can be paid from your account.**
- Items of expense must be accounted for on a daily basis on the travel expense claim form.

- Unless there has been a previous arrangement made, individuals who are not employees of either of the University or Foundation must “front” all travel expenditures and will be paid upon presentation of a completed Travel Authorization Form itemizing all travel related costs.
- When traveling internationally on a Federal grant program, you must fly a US Flag Carrier to the further point. If a US Flag Carrier is not available to the ultimate destination, a memo from the travel agency must accompany the Disbursement Voucher Form reimbursing for the airline tickets certifying that there are no US Flag Carriers that fly into that destination.
- A detailed explanation of the purpose of the trip must be written in purpose and dates of business box of the Travel Authorization Form. If a conference was attended, we must have the conference agenda attached to travel form.
- All Travel Authorization Forms must be signed off by all parties being paid on the form. For example, if a number of student’s hotel rooms are being paid by one Faculty member, all the students must sign a statement stating that they participated in the travel activities being reimbursed back to the person receiving reimbursement. This signed statement should be attached to the Travel Authorization Form prior to submission to Foundation.
- When traveling in large groups, all Travel Authorization Forms must be submitted together.
- All travel involving a Cal Poly Pomona student that will be reimbursed from a Foundation account, the Student Release of Liability Form must be completed, signed and dated by the student, and attached to all Travel Authorization Forms submitted for reimbursement. This form, number FS06105F, can be found on the Foundation’s website at: <http://www.foundation.cpp.edu/financial/forms.aspx>

TRAVEL AUTHORIZATION AND EXPENSE REPORT

Travel Authorization and Expense Report, Form Number FS02101F is used to reimburse travel costs relating to all Foundation accounts. This form can be found on our website at: <http://www.foundation.cpp.edu/grants-contracts/forms.aspx>

Travel Authorization and Expense Report (Section I) should only be completed and submitted if a travel advance is requested or items have been paid on a Foundation credit card. However, all University requirements for the approval of travel must be followed for all Foundation travel.

Travel Authorization and Expense Report (Section II) must be completed and submitted after the travel has occurred itemizing all travel related costs. As a reminder, this section must also include all travel related costs that have been paid on a Foundation credit card.

If a travel advance was paid and/or charges have been paid using a Foundation credit card, the travel claim is required to be submitted, whether or not any balance of monies is due the traveler or the Foundation.

For all Foundation credit card payments, copies of the receipts should be turned in with the monthly Foundation credit card reconciliation and the original receipts must be turned in with the Travel Authorization and Expense Report form. If the Foundation credit card reconciliation document is turned in first, it is your responsibility to keep copies of all receipts to submit with your Travel Authorization and Expense Report form.

SECTION I

If a travel advance is required, Section I of the Travel Authorization and Expense Report must be submitted to the Foundation Financial Services in order for an advance check to be issued. If a travel advance is needed, Foundation must receive this completed form at least two weeks in advance of the travel dates. If the form is submitted with less than two weeks before the trip, the advance will not be granted. We will reimburse for all travel expenditures after the trip and when Travel Authorization and Expense Report is submitted.

If charges have been made on a Foundation credit card and the charges are in advance of the trip, Section I of the form must be completed and submitted with the monthly credit card reconciliation statement that is submitted to Foundation Financial Services.

The following information is required under Section 1 of the form:

1. Name and address of traveler
2. Name and telephone number of person completing the form.
3. Foundation account to be charged. More than one account can be indicated on this form. Please indicate the dollar amount that each Foundation account should pay in this section based on the itemized expenses.
4. Dates and departure/return information specific to this travel.
5. Business purpose of the trip.
6. Signature of the traveler and signature of the authorized signor for the Foundation account. Both signatures cannot be the same person.

SECTION II

Section II of the form is completed after the trip has occurred. This form must be completed using the excel file. **Handwritten forms will not be accepted.**

1. All Travel Authorization and Expense Report must be completely filled out and signed by both the traveler and the authorized signor.
2. All items of expense must be accounted for on the form on a **daily** basis.
3. Itemized receipts for all items with the exception of per diem meals must be attached to the form. This includes all receipts that have been paid for using a Foundation issued credit card. If a receipt is not included with the travel reimbursement form, reimbursement will not be paid for that particular item.

4. Dates must be shown for each trip, as well as the times of departure on the first day and return time on the last day.
5. Meal per diem is allowed for each day of the trip involving an overnight stay.

The per diem allowances for business travel are as follows:

Breakfast (if the travel begins before 7:00 am)	\$11.00
Lunch	17.00
Dinner (if the travel ends after 6:00 pm)	<u>27.00</u>
	\$55.00

No lunch per diem allowance is allowed for travel not involving an overnight day. Per IRS regulations, an employee provides his own lunch in a normal workday. As a result, no lunch per diem will be reimbursed where there is no overnight stay.

If meals have been charged to a Foundation issued credit card, the maximum amount of reimbursement will be the above per diem limits. Any credit card amounts charged for meals that are above the per diem limits will be refunded back to Foundation by the traveler with the travel form or will reduce the amount due to the traveler. If the cost of the meal is less than the above limits, the actual cost of the meal can be shown on the Travel Form and the itemized meal receipt will need to be attached.

Requests for reimbursement for expenses greater than the per diem rate above must be accompanied by a letter of justification explaining why the actual expenses incurred were beyond the control of the individual seeking reimbursement.

When a registration or other fees for a convention, conference or workshop includes meals, claims for per diem meals cannot be reimbursed for that meal. In the event the employee must forgo the provided meal for health reasons, per diem may be claimed. However, an explanation memo for listing the per diem meal must accompany the claim.

6. A \$7.00 incidental allowance may be claimed for each 24 hour period.
7. Transportation expenses consist of charges for commercial airline carrier fares, private car mileage allowance, overnight and day vehicle parking; bridge and road tolls, taxis, buses, or streetcar fares. Please itemize the charges on an individual basis. **Do not combine.**

All transportation expenses require receipts for actual expenses. This includes:

- a. Automobile rental is allowable.
- b. Gasoline receipts are allowable if a rental car is being paid.
- c. Coach Class Airline Fare is allowable. No first class airfare is allowable on a Foundation Grant and Contract Account.
- d. Shuttles to/from the airport, hotel, and or conference location are allowable.
- e. Automobile mileage is allowable for reimbursement at a rate of 53.5 cents a mile. Mileage will be reimbursed based on actual miles driven only, not by gasoline receipts if a private vehicle is used. Please attach the *Mapquest* calculation of mileage for all mileage calculations.

8. Business Expenses:

Paid conference registration amounts should be listed in this section. The conference flyer and agenda must be attached to the form.

The total amount of all itemized travel expenditures will automatically be totaled in the Total Expenses by Day Column.

In the paid by Foundation Credit Card Column, include all expenses that were paid on a Foundation credit card as a positive amount. Please be sure to check your monthly account statement(s) to assure all items have been included in this total.

If the traveler received an advance of funds from Foundation prior to the trip, please include the total amount that was advanced by day in the column. Enter as a positive amount.

In the Foundation Account Numbers to be Charged, indicate the account numbers that will pay for the travel costs. Also indicate the Foundation account number that was charged on the monthly Foundation Credit Card log or that was paid an advance when it was submitted to Foundation. The amount on those columns will carryover forward from the top part of the form.

Total Due to Traveler:

If this amount is a positive number, this line represents the amount that is due to the traveler for out of pocket expenses. This amount should be the same as the itemized total just above this section.

If the traveler's travel itemized expenses are less than the travel advance paid and/or Foundation issued credit card amounts charged, the traveler will need to submit a check with the completed Travel Authorization and Expense Form when it is submitted to Foundation. The check must be made out to Cal Poly Pomona Foundation, Inc.

All travel claims required to be submitted to Foundation Financial Services within sixty (60) working days after return, whether or not any balance of monies is due the traveler or the Foundation.



**TRAVEL AUTHORIZATION AND EXPENSE REPORT
CAL POLY POMONA FOUNDATION, INC.**

SECTION I - TRIP EXPLANATION

If number is not generated, follow instructions on the right screen: →

424956

See Travel policy for pre-approval requirement.

NAME OF TRAVELER Last, First, M.I.		TRAVELERS XTN.	DEPARTMENT
HOME ADDRESS			ACCOUNT(S) TO BE CHARGED
STREET			ADD TO BRONCO BUCKS (for Accounts Payable Only)
CITY	STATE	ZIP	190010-2352 \$ -
DATE	FROM	DEPARTURE/RETURN TO	TRANSMODE
			TRAVEL ADVANCE REQUEST ONLY
			LODGING \$ -
			TRANSPORTATION
			MISCELLANEOUS
			TOTAL \$ -
PURPOSE & DATES OF BUSINESS:			
I certify that any vehicle I operate while on Cal Poly Pomona Foundation, Inc. business complies with minimum state requirements regarding insurance coverage, safety and mechanical condition, and that I am qualified to operate the same. I agree to submit my expense claim and to return all unused money advanced to me within sixty (60) business days after my return.			
TRAVELER SIGNATURE:		DATE:	AUTHORIZED SIGNATURE:
*For all International travel please see link below: CSU International Travel Policy		Prior approval - University employee use State Form for all travel. Prior approval - Foundation employee use this form international travel only.	
		DATE:	

SECTION II TRAVEL EXPENSE DETAIL -

(1) MONTH/YEAR	(2)	(3) WHERE EXPENSES WERE INCURRED	*(4) LODGING	(5) MEALS			*(6) INCIDENTALS	*(7) TRANSPORTATION				*(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY	
				BREAK-FAST	LUNCH	DINNER		COST OF TRANS.	TYPE USED & R/T MILEAGE	CARFARE, TOLLS, PARKING	PRIVATE CAR USE			
DATE	TIME			\$11.00	\$17.00	\$27.00	\$7.00					Rate \$	0.535	
(10) SUBTOTALS:														
CLAIM TOTAL														\$
(11) Remarks - Explanation of Business expenses for Item 8										(12) Less Advance				
										(13) Less PCard				
Instructions:					Copy to Bronco \$ Office (AP initial)					(14) Due to Foundation (Please Attach check)				
(17) Add to Bronco Bucks, Please Enter:					Bronco \$ added					(15) Less Add to Bronco \$				
Amount \$ - Bronco ID #					(BB office init.)					(16) Check to traveler				
(18) I hereby certify that the above is a true statement of the travel expenses incurred by me in accordance with Foundation Policy. I certify that this expenditure benefits the educational mission of the CSU as defined by the respective statutes, Board of Trustee policy and campus policy, and that all items are for official business and include no personal expense.														
CLAIMANT'S SIGNATURE			DATE		(19) AUTHORIZED SIGNATURE						DATE			

*Original receipts for items (4),(7) and (8) must be attached.



TRAVEL AUTHORIZATION AND EXPENSE REPORT
CAL POLY POMONA FOUNDATION, INC.

FOR ACADEMIC AFFAIRS

NOV 14 2012

College of Science
Dean's Office

NOV 09 2012

SECTION I - TRIP EXPLANATION

If number is not generated, follow instructions on the right screen:

257930

*This section must be completed prior to travel

<p>Important Faculty 3801 W. Temple Pomona, CA 91768</p>		TRAVELERS XTN.	DEPARTMENT	PRIVATE VEHICLE LIC. #
		3575	BIO SCI	6EFK444
		ACCOUNT(S) TO BE CHARGED		
		009805-7356		
		252405		
		009805-1120		
		Ⓟ <2207057		
DATE	FROM	DEPARTURE/RETURN	TO	TRAVEL MODE
10/12/2012	Claremont, CA		New Orleans, LA	Air
10/17/2012	New Orleans, LA		Claremont, CA	Air
				MISCELLANEOUS
				TOTAL

PURPOSE & DATES OF BUSINESS:

Neuroscience 2012: Poster presentation of current research project. (10/12-10/17 Neuroscience)

I certify that any vehicle I operate while on Cal Poly Pomona Foundation, Inc. business complies with minimum state requirements regarding insurance coverage, safety and mechanical condition, and that I am qualified to operate the same. I agree to submit my expense claim and to return all unused money advanced to me within seven (7) working days after my return.

TRAVELER SIGNATURE	DATE: 11-9-12	AUTHORIZED SIGNATURE: <i>[Signature]</i>	DATE: 11/9/2012
*For all international travel please see link below: CSU International Travel Policy		Brian Jersky, PhD., Dean, College of Science	DATE: 11.14.12

SECTION II TRAVEL EXPENSE DETAIL -

DUE 7 DAYS UPC

Approved: *[Signature]* date: 2012.11.15
Marten L. denBoer, Provost and Vice President
For Academic Affairs

(1) MONTH/YEAR	(2) TIME	(3) WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS	(6) INCIDENTALS	(7) COL. TRANS.	(8) PARKING	(9) MILES	AMOUNT	EXPENSE	TOTAL EXPENSES FOR DAY	
10/12/2012	7:30a	Ontario, CA / New Orleans, LA	327.57	BREAK-FAST: 11.00, LUNCH: 17.00, DINNER: 27.00		224.60	22.50				618.67	
10/13/2012		New Orleans, LA	327.57	11.00, 17.00, 27.00							382.57	
10/14/2012		New Orleans, LA	327.57	11.00, 17.00, 27.00							382.57	
10/15/2012		New Orleans, LA	327.57	11.00, 17.00, 27.00							382.57	
10/16/2012		New Orleans, LA	327.57	11.00, 17.00, 27.00							382.57	
10/17/2012	10:30p	Ontario, CA		11.00, 17.00		224.60					252.60	
7/10/2012							22.50			100.00	122.50	
(10) SUBTOTALS:			1,637.85	55.00, 102.00, 135.00		449.20	45.00			100.00	2,524.05	
CLAIM TOTAL			Prepared by: JILL SANDOVAL X3643							\$	F	2,524.05

(11) Remarks - Explanation of Business expenses for Item 8
\$100.00 = Conference Registration

(12) Less Advance
(13) Less PCard (2,267.05)

(14) Due to Foundation (Please Attach check)
(15) Less Add to Bronco \$
(16) Check to traveler F 317.00

Instructions: Copy to Bronco \$ Office (AP initial)
Bronco \$ added (BB office init.)

(17) Add to Bronco Bucks, Please Enter:
Amount \$ - Bronco ID #

(18) I hereby certify that the above is a true statement of the travel expenses incurred by me in accordance with Foundation Policy. I certify that this expenditure benefits the educational mission of the CSU as defined by the respective statutes, Board of Trustee policy and campus policy, and that all items are for official business and include no personal expense.

CLAIMANT'S SIGNATURE: *[Signature]* DATE: 11-9-12 AUTHORIZED SIGNATURE: *[Signature]* DATE: 11/9/2012

*Original receipts for items (4),(7) and (8) must be attached.

Approved: *[Signature]* date: 2012.11.15
Marten L. denBoer, Provost and Vice President

BRIAN JERSKY, PhD
DEAN COLL. OF SCI.
DATE: 11.14.12

Cal Poly Pomona Foundation, Inc.

“Quality Service Supporting Quality Education”

Office of Grants and Contracts

MEMORANDUM

DATE: December 1 2016
TO: Grant and Contract Account Holders
FROM: Debbie Schroeder-Linthicum
RE: Foreign Airline Travel on Federal Grants and Contracts



The Fly American Act is a federal regulation which requires that all Federal grant and contract accounts must travel on U.S. flag air carriers when traveling abroad. U.S. flag air carrier service must be used even if: (1) comparable or a different kind of service can be provided at less cost by a foreign-flag air carrier; and (2) foreign-flag air carrier service is preferred by, or is more convenient for, the agency and/or traveler.

In determining availability of a U.S. flag air carrier, the following scheduling principles shall be followed unless their application would result in the last or first leg of travel to or from the United States being performed by a foreign-flag air carrier:

- (1) U.S. flag air carrier service available at point of origin shall be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route;
- (2) When an origin or interchange point is not served by a U.S. flag air carrier, foreign-flag air carrier service shall be used only to the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service;
- (3) When a U.S. flag air carrier involuntarily reroutes the traveler via a foreign-flag air carrier, the foreign-flag air carrier may be used notwithstanding the availability of alternative U.S.-flag air carrier service.

The easiest way to ensure that you are flying on a U.S. flag carrier is to book your travel directly through the U.S. flag air carrier. Using a travel website such as Expedia, Travelocity, etc. can cause confusion as those websites are designed to find the lowest fares and not intended to find the U.S. flag carrier flights.

Keep in mind, the Fly American Act applies to travel from one foreign county to another foreign location. For instance, if there is travel to London for a collaborating meeting then travel to Paris for a conference, US Air carriers would still need to be utilized if being paid from federal grant funds.

There is an exception to the Fly American Act involving a foreign airline which has code share flights with a U.S. airline. Some U.S. flag carriers have arrangements to provide passenger service for international air transportation on foreign air carriers under “code share” arrangements. Federal regulations state that in most cases “code share flights” qualify as U.S. certificated service complying with the Fly American Act which can be paid from a Federal grant project.

How do you distinguish a code share flight? The traveler would purchase the airline ticket from a U.S. flag carrier but actually fly with another airline which might be a foreign airline. To meet code share restrictions, service from the foreign carrier must be offered as coming from a U.S. carrier (in particular, it has a U.S. flight number such as NW67 or Northwest Flight Number 67 per the listing below) and the ticket must be issued and validated under the U.S. carrier’s name and code number per the list below. If the code share flight and ticket meets this criteria, then it is considered a U.S. flag carrier service.

A detailed list of U.S. flag carriers and their airlines codes are as follows:

- Alaska Airlines (AS)
- American West Airlines (HP)
- American Airlines (AA)
- Continental Airlines (CO)
- Delta Airlines (DL)
- Hawaiian Airlines (HA)
- Midwest Express (YX)
- Northwest Airlines (NW)
- Southwest Airlines (WN)

United Airlines (UA)
U.S. Airways (US)

Detailed below is an example of a code share flight with United Airlines as the original airline booked, but has a code share agreement with Air New Zealand. Since this flight has a code share agreement and the ticket was purchased through United, this would be an allowable airline ticket for a federal grant project:

- Los Angeles, CA, US (LAX) to Auckland, NZ (AKL)
- 8:55 pm - 6:40 am (12h 45m)
- **UA 6751** | Boeing 777-300
- Operated By Air New Zealand

Although domestic and foreign airlines have alliances and partnerships with one another, it does not necessary mean that they have a code sharing relationship. The documentation must state a code share relationship and indicate which U.S. airline was used or it cannot be approved to be paid from federal grant funds per the regulations.

You can search for any airline and see the county associated with that company per the following website: <http://www.tylon.com/resources/airlinecodes.htm> This website shows a listing of all U.S. airlines and some foreign flag air carriers.

As a reminder, Federal grant and contract accounts have a maximum amount allowable for both hotel and per diem meal costs for international travel. The most current international per diem list, published by the U.S. State Department, can be found at https://aoprals.state.gov/web920/per_diem.asp and will be used to determine the maximum amounts for lodging and meal per diem rates for international travel.

If you have any questions regarding these regulations, please give me a call at x2961.

University Procedures for International Travel

The University makes available insurance coverage to faculty and staff traveling internationally on university business if approval is obtained in advance. Such coverage is required for all international travel on university business and is treated as a reimbursable travel expense subject to department policies and funding.

Insurance coverage for travel is requested by the Risk Management Office on behalf of the faculty member. To initiate a travel insurance request, please provide the following information in a memorandum addressed to the Provost:

Dates of Travel (Departure and Return):

Location(s) of Travel:

Purpose of Travel:

A request for travel approval must be received by the Provost at least thirty days in advance of the day of departure. Individuals will also need to submit an *Authorization to Travel on State Business* form <http://www.cpp.edu/~procurement/graphics/docs/F-2963-1.pdf> approved by the Provost. Please attach the *Authorization of Travel on State Business* form to the memo.

Travel permission may be denied if insufficient lead time is not provided, in which case neither the cost for travel nor the cost of insurance will be reimbursed.

The government website http://travel.state.gov/travel/travel_1744.html must be consulted to determine if the State Department has issued a travel warning. Should a State Department travel warning be in effect for any location to be visited, the President must also approve the travel request and secure the approval of the Chancellor of the CSU.

Travel to certain countries may require an Extended Risk War Endorsement as determined by the manager of Benefits, Workers' Compensation and Risk Programs. This endorsement requires underwriter review and approval, and the following additional information must be provided:

1. Personal contact information for the traveler while in the country
2. Information on the locations the traveler will be visiting in the country and contact information (e.g., the hotel address and phone number, or contact information for someone local the traveler may know) for each location.
3. The mode of transportation, i.e., train, bus, car, plane, etc. that the traveler will be using from where he/she is staying to where he/she will be conducting university business.

Any students traveling with faculty or staff must purchase international travel insurance. In most cases (unless, e.g., provided for in a grant) the cost will not be paid by the university. The current insurance coverage includes: emergency medical, travel, personal and security services, assistance with replacement of lost documents, e.g., passports, legal assistance, and updates on security situations, etc.

Field Trips Involving Travel Outside of the United States

If a field trip involves travel outside of the United States, check with Risk Management, extension x4846, regarding required [Foreign Travel Insurance](#). This insurance is mandated by [CSU Executive Order 1041](#) and a cost is assessed for faculty and students.

Who to Contact Regarding Insurance for Travel Outside of the United States

Students should contact the [International Center](#) for all details about [international travel](#), including insurance requirements.

All other students traveling outside the United States should contact Valerie Eberle, Manager of Benefits, Workers' Compensation and Risk Programs, Risk Management Services, at 909-869-4846, regarding insurance requirements.

Cal Poly Pomona Foundation, Inc.

"Quality Service Supporting Quality Education"

Office of Grants and Contracts

MEMORANDUM

DATE: August 1, 2013
TO: Grant and Contract Account Holders
FROM: Debbie Schroeder-Linthicum
Director, Grants and Contracts
RE: Student Travel Requirements



Out-of-classroom learning experiences bring with them certain risks. It is impossible to eliminate all risks entirely. However, the resources below have been developed to help minimize these risks and exposures for students, University, and Foundation.

Notice to Students: Release, Hold Harmless and Informed Consent Provisions

A student participating in programs which require air and/or ground transportation involves risks and could result in damage to property, injury to persons, and death. Please be informed that neither the University nor the Foundation assumes any liability for damage, injury, and death which may occur during air and/or ground travel required by University or Foundation programs. The student needs to be informed that their participation in the program is voluntary and they participate at their own risk.

Per CSU Executive Order 1041, students participating in CSU-affiliated programs, including Foundation, which require travel do so on a voluntary basis and participate at their own risk. Travel involves risks to personal safety which could result in damage to property, injury or death.

Students participating in such travel are required to sign a "Release, Hold-Harmless and Informed Consent" statement.

Effective immediately, for all travel involving a Cal Poly Pomona/CSU student that will be reimbursed from a Foundation account, the Student Release of Liability Form must be completed, signed and dated by the student, and attached to all Travel Authorization Forms submitted for reimbursement. This form, number FS06105F, can be found on the Foundation's website at:

<http://www.foundation.cpp.edu/financial/forms.aspx>

**RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK
AND AGREEMENT TO PAY CLAIMS**

PLEASE PRINT TWO-SIDED.

Activity(ies) _____

Activity Date(s) and Time(s) _____

Activity Location(s), Premises or Facility (ies) _____

In consideration for being allowed to participate in this Activity(ies) and/or use of the Premises or Facility, on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise not to sue** the State of California; the Trustees of The California State University; Cal Poly Pomona; and their employees, officers, directors, volunteers and agents (collectively "University") and Cal Poly Pomona Foundation, Inc.; Cal Poly Pomona Associated Students Inc.; and their employees, officers, directors, volunteers and agents (collectively "Auxiliaries") from any and all claims, **including claims of the University's and/or Auxiliaries' negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, property damage, or economic or emotional loss I may suffer because of my participation in this Activity(ies), including travel to, from and during the Activity.

I am voluntarily participating in this Activity(ies). I am aware of the risks associated with traveling to/from and participating in this Activity(ies), which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, death and/or property damage. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity(ies), including travel to, from and during the Activity.**

I agree to **hold** the University and/or Auxiliaries **harmless** from any and all claims, including attorney's fees or damage to my personal property that may occur as a result of my participation in this Activity(ies), including travel to, from and during the Activity. If the University and/or Auxiliaries incur any of these types of expenses, I agree to reimburse the University and/or Auxiliaries. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. **I understand the legal consequences of signing this document, including (a) releasing the University and/or Auxiliaries from all liability, (b) promising not to sue the University and/or Auxiliaries, (c) and assuming all risks of participating in this Activity(ies), including travel to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Participant Signature: _____

Participant Name (print): _____

Date: _____