POLICIES AND PROCEDURES

Subject: Reimbursement of Travel and Related Business Expenses

Policy No. 717

Date: 07/2019

POLICY

Reimbursement for travel and business related expenses shall generally be in accordance with the regulations established by the State Board of Control.

This policy is applicable to all Foundation personnel including, but not limited to, regular staff, those participating in contracts and grants, and those desiring reimbursement under this policy who have accounts with the Foundation. Executive Order No. 1041 for Student Travel.


All students participating in CSU-affiliated programs which require travel shall be informed in writing that participation in such programs is voluntary and that travel involves risks to personal safety which could result in damage to property, injury or death. Students participating in such travel shall be informed in writing that the CSU assumes no liability for damage, injury, or death occurring on such voluntary travel and those students undertake such travel at their own risk.

All students participating in CSU-affiliated programs which require travel shall be required to acknowledge that they have been informed of the risks of travel required by such programs and to sign a statement (Attachment I) certifying that they have been informed of and undertake such travel voluntarily with full knowledge of such risks, and release and hold harmless the state of California, the California University, the campus affiliated with the program requiring travel, and each and every officer, agent, and employee of each of them, from any of the above institutions or persons, by reason of any accident, illness, or injuries, death, or other consequences resulting directly or indirectly from or in any manner arising out of or in connection with, the student being a passenger on a flight or public livery conveyance.

All individuals requesting reimbursement shall be governed by these and any exceptions or deviations shall require the approval of the Chief Executive Officer of the Foundation.