

**ASSOCIATED STUDENTS, INCORPORATED  
California State University, San Bernardino**

**Conference Attendees Policy**

Approved and adopted by the ASI Board of Directors

Per BD 46-13 June, 11, 2013

*Purpose:* A. The purpose of this policy is to establish travel eligibility for students within Associated Students, Incorporated (ASI) to attend leadership conferences, statewide gatherings, and any type of travel that ASI sponsors. These are including but not limited to the California State Student Association and California Higher Education Student Summit meetings.

B. Furthermore, it serves to establish a code of conduct and behavior expectations for the persons traveling on behalf of ASL

*Scope:* This policy applies to all students directly serving within ASL

*Mission:* To ensure maximum participant development while taking into account adequate risk management and as well as ensure fiscal responsibility.

- I. This policy may be amended by a majority vote of the present ASI Board of Directors (BoD).
- II. If an ASI member, who is not a direct participant of the conference or acting as an official representative of ASI CSUSB, wishes to use ASI funds to travel, they must fill out the corresponding application. Direct Participation meaning he / she is on the conference planning team, conference presenter, or has a pertinent position within the conference.
- III. To be eligible all required paperwork must be submitted to the ASI conference coordinator (CC) at least three weeks before travel or within the specified time frame given by the CC.
- IV. The Conference Coordinator will approve or deny the application based on the following requirements or if his / her judgment determines requested travel to be imprudent.
  - A. Persons requesting travel must be affiliated with ASI as an executive officer, student assistant, corresponding committee member, or student volunteer.
  - B. The position of the applicant must be relevant to the topic of the conference or reason for travel.
  - C. The person must effectively answer the questions on the packet so that the CC can adequately assess the travel with the applicability of the position.

- D. The CC must ensure that the funding being used will result in an improvement in one of the following areas: training in student leadership or development, knowledge or preparation for a specific position within ASI, or representation of CSUSB at the local or statewide level.
- VI. The CC must develop a monthly report to the BoD listing the travel applications that have been approved in the month and provide the applications to the BoD upon request.
- VII. Behavior not in line with the *Code of Conduct* (reference below) will result in a revoking of a participant's travel privileges.
- VIII. The participant, if approved must sign below recognizing that they have read and understand the Travel Code of Conduct.

Travel Code of Conduct

Once the ASI member has been approved according to the above travel policy, they must abide by the following guidelines during the duration of their travel.

Student must seek to:

- A. Maximize learning and development opportunities.
- B. Represent CSUSB and ASI positively (e.g. dress appropriately and be an active, engaged participant in conference activities).
- C. Abide by all federal and state laws as well as board of trustees and campus policies
- D. Maintain all required documentation (e.g. receipts).

At the conclusion of travel the ASI member must submit the following paperwork:

- 1) Post Conference Participation Summary
- 2) All reimbursement and travel claim forms.
- 3) Return ASI credit card the next business day following return of conference.

The participant must also be prepared to present their conference summaries at the request of the BoD.

*I read the above Travel Code of Conduct and understand that failure to abide by the above can result in my travel privileges being suspended or revoked.*

*Name* -----  
*Signature* \_\_\_\_\_  
*Date* \_\_\_\_\_