

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

**Reimbursement Policy and Procedures**

Adopted by the ASI Board of Directors

Per BD 61-06, May 23, 2006

**Purpose:** The purpose of this policy is to encourage ASI students and staff who commit to attending ASI off-campus retreats, meetings, etc to attend those gatherings and to authorize the reimbursement of funds to ASI for bills incurred for lodging, food, etc. at ASI off-campus meetings for people who commit to attending and then fail to show up.

**Scope:** This policy applies to all ASI members and staff.

1. **Background:** ASI periodically hosts off-campus meetings such as the annual summer retreat to which ASI student leaders on the Board of Directors, etc. are invited for team-building, training, and planning purposes. Over the past several years, a noticeable pattern has slowly emerged. In planning the retreat/meeting, etc., students and staff are asked to commit themselves to attending the retreat/meeting so that a reasonably accurate headcount for the rooms, meals and snacks can be obtained. Funds are then committed to the venue with an expectation that those who committed themselves to attend the retreat/meeting, etc will do so. What has actually occurred is that the number of people who promised to attend and those that actually attended fall short of the estimate provided to the venue. The result is that ASI loses money paying for hotel rooms, meals and snacks that were not used.
2. **Procedures:** The following procedures apply in implementing this policy:
  - a. The individual(s) engaged in planning the event will coordinate with the venue for hotel accommodations, meeting rooms, food, snacks, etc. As a part of the coordination with the venue, ASI planners will establish the time frame in which reservations may be cancelled without penalty to ASI. Attendees will be notified by e-mail of the deadline date for notifying ASI. Usually, this may be a day or more prior to the actual deadline to provide ASI sufficient time to compile a list and notify the venue.
  - b. Retreat/Meeting leaders will take attendance with the venue. ASI will pay the venue under the terms of the agreement with the venue. Those who committed to attending the retreat/meeting and did not attend and failed to notify retreat/meeting planners will be billed for the cost of their lodging and meals that were paid for by ASI. Some of the penalties that may be imposed for failure to pay the ASI invoice include, but are not limited to:
    - (1) being reported to the university and having their transcripts withheld until the debt is satisfied, in the case of an executive, having their stipend withheld for the amount of the amount of the invoice.
    - (2) censure or sanction by the ASI Board of Directors in accordance with Article III, Section 1, Paragraph C of the ASI bylaws.

(over)

- c. Individuals who believe that they have a bona fide reason for not being asked to pay the costs they caused ASI to incur, may appeal to the ASI Board of Directors (BoD). The BoD's decision is final.

I have read and understand the policy and agree to abide by its terms.

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

(over)