

## STUDENT / GROUP TRAVEL, PROCEDURES FOR

### 1. GROUP TRAVEL

- One person from the group should be assigned as the Group Leader. The Group Leader must be traveling with the group to the destination. He/she will be financially responsible for the entire group.
- Any advance or reimbursement issued for the group's expenses will be paid to the Group Leader, who will then distribute the funds to the students.

### 2. TRANSPORTATION

- Airfare
  - **\*NEW\*** - Students traveling on State funds may use the BTA Direct Bill account as a "Guest Traveler." Bookings must be made through Cal TravelStore by a Travel Arranger. A BTA Action Request form must be on file for the student.
  - **\*NEW\*** - Student groups traveling on State funds may use the BTA Direct Bill account with approval from Accounting Services. Group travel arrangements must be made with a Cal TravelStore agent directly.
  - Travel Shoppe is still available for use for group travel arrangements.
- Car Rental
  - A student or Group Leader may choose to take advantage of State Car Rental rates through Enterprise by using the appropriate CSU Fresno Corporate Code. The rental car must be prepaid and will be reimbursed on a Travel Claim.
  - The CRBTA Direct Bill account is not available for student or student group travel.
  - If a driver is not a University employee, a Volunteer Form must be on file with Human Resources.
  - Proof of Defensive Driving will be required.
  - 15-Passenger vans are prohibited.
- Private Vehicle
  - Please see the policy on Private Vehicle Use on the Accounting Services website: <http://www.csufresno.edu/accountingservices/travel/index.shtml>
  - If a driver is not a University employee, a Volunteer Form must be on file with Human Resources.
  - Proof of Defensive Driving will be required.

### 3. TRAVEL ADVANCE

- Travel Advances may be issued to students and student group travel only.
- The minimum amount for an advance is \$100.00.
- Advances will not be issued earlier than two weeks prior to departure without written justification.
- An advance will not be issued if there is an outstanding advance for a prior trip.

### 4. REGISTRATION

- Conference registration fees may be prepaid by Accounting Services by filling out the "Registration Fees" portion of the Travel Application, and attaching original registration forms for all students participating.