

CSA Travel Policy

FUNDING REQUESTS: Funding requests must be fully completed and turned into the CSA office at least four (4) weeks prior to the event. If a request is incomplete when submitted, the incomplete request must be revised and resubmitted four (4) weeks prior to the event.

CSA VAN: The CSA Van should be used for all CSA funded travel, if available. CSA will not pay gas mileage if the van is not used when available. The current mileage charge for both personal and CSA vehicle travel can be found on the Appropriations Request Form. The CSA Business Manager will set the daily minimum and mileage charge for the CSA van annually.

1. Priority of CSA vehicle use shall be as follows:
 - a. Funded organizations for out of town use
 - b. Funded organizations for local use
 - c. CSA recognized organizations for out of town use
 - d. CSA recognized organizations for local use
 - e. University Departments
2. If the event is over 520 driven miles from Clarion and the RSO plans on flying to the event, CSA may fund for the airline tickets to and from the event.
3. Any traffic violations occurring while using the CSA can is the responsibility of the driver. Any damage or parking violations are the responsibility of the organization. Any unrecoverable monies for damage to the CSA vehicle will be the responsibility of the organization. Abuse of the vehicle will result in the termination of the vehicle usage by the organization.

TRAVEL ADVANCES: All travel advances are restricted to meals, registration fees at conferences, lodging, and transportation.

1. Requests for advance travel checks must be submitted to the CSA office at least three business days before the travel departure date. It is the responsibility of the organization to submit on a timely basis any registration fee request that may have a deadline.
2. Payee named on any advance draw check becomes responsible for all expenditures. That person must account for all advances within ten (10) days of return with original receipts and/or return of advance draw monies not used. Failure to account for an advance properly as stated above will result in the freezing of that organization's account until such accounting advance is made.
3. In cases where meal allotments are made to a group on a daily allowance basis, a single check may be made to the advisor or leader of the traveling group. The named payee will obtain and return to CSA verification from members of the group that they have received the funds.