• **IMPORTANT:** A minimum of *two weeks prior* to traveling, please fill out and turn in the BUILD PODER Travel Form and other required paperwork.

• All receipts must show type-proof of payment in order to be reimbursed.

• Students – For the fastest processing, you must print out your own receipts – do not email them.

• The following 9 states have a travel ban issued by the State of California, so we cannot reimburse you for travel to: Alabama, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Dakota, Tennessee, Texas

• **What is Covered?**
  
  o Conference registration fees
  
  o Transportation- Economy or Coach Airfare, Bus, Train, Shuttle, Taxi, Uber, Car rental (in some cases), parking fees, mileage (.58/mile)
    ▪ You must take the most economical method available
    ▪ No international travel is allowed by the NIH, except Canada
    ▪ Ground transportation will only be covered roundtrip from home to airport and airport to conference lodging (and from lodging to conference venue if lodging is more than .5 miles away).
  
  o Lodging
    ▪ Hotel up to $275/night.
      • You can save by sharing a room, but remember to get an original receipt for all parties, with your portion clearly outlined.
  
  o Meals- If your trip is over 24 hours, you are eligible for meal reimbursements up to $55/day. For one-day conferences without an overnight stay, no meals will be reimbursed.
    ▪ Must turn in original *itemized* receipts showing what food was purchased
    ▪ Meal receipts must show proof of payment
    ▪ No alcohol allowed!

• **What’s not covered?**
  
  o Business Class airfare
  
  o Alcoholic beverages
  
  o Valet services
  
  o Traffic fines
  
  o Personal insurance
  
  o Motorcycle transportation
  
  o Movies, and other entertainment costs

For more detailed information, see: [http://www.csun.edu/sponsoredprograms/travel](http://www.csun.edu/sponsoredprograms/travel)