Rules for Travel

- **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 11 states have a travel ban issued by the State of California, so we cannot reimburse you for travel to: Alabama, Iowa, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Carolina, South Dakota, Tennessee, Texas

**What is Covered?**
- Conference registration fees
- Transportation- Economy or Coach Airfare, Bus, Train, Shuttle, Taxi, Uber, Car rental (in some cases), parking fees, mileage ($0.575/mile)
  - You must take the most economical method available
  - No international travel is allowed by the NIH
  - 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).
- 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.**
- 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?**
- Business Class airfare
- Alcoholic beverages
- Valet services
- Traffic fines
- Personal insurance
- Motorcycle transportation
- Movies, and other entertainment costs

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