

✈ 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 (\$.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>