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 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?**
  - Conference registration fees
  - Transportation - Economy or Coach Airfare, Bus, Train, Shuttle, Taxi, Uber, Car rental (in some cases), parking fees, mileage (.545/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).
  - 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
    - 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)