

SF BUILD Travel Policy 2020-2021

Before Travel Procedures

- Form: The “REQUEST FOR AUTHORIZATION TO TRAVEL/Travel Advance for ORSP” and “Release of Liability” forms are required of all students.
- Travel Arrangements: SF BUILD will cover the cost of ground and air transportation, registration, and hotel. Please plan in advance so that you can obtain the best prices and take advantage of early registration fees. Work with Devon Espinoza to book these using the SF BUILD credit card.
 - Please note, given this years circumstances SF BUILD is following SFSU Travel Policy and will only be allowing virtual attendance for undergraduate scholars***
- Poster Printing (in-person conferences): SF BUILD has the support to provide poster printing. Please contact Devon Espinoza with this request in advance to ensure timeliness. Requests made 2 weeks prior to your conference travel date or later may risk approval.

Sign & submit a MONTH in advance

- 1) Request for Authorization to Travel/ Travel Advance to ORSP Projects
 - Complete #1-7
 - #3 Purpose of Travel- Indicate conference name
 - Sign #9
 - Leave PI portion blank- Signature is required from the PI of SF BUILD
- 2) Travel Request Proposal- Student Training Programs
- 3) Liability form

During Travel Procedures

- Receipts: Please keep receipts for all the expenses you intend to submit for reimbursement (e.g. food, transportation), including credit and debit card purchases and cash, no matter the value. Original receipts are required. ***Provide copies of Hotel Registration, Conference registration fees, flight itinerary, Conference agenda, and relevant receipts for all purchases during trip.**

After Travel- Reimbursement Procedure

- Deadlines: Please submit receipts for all purchases during trip including hotel registration, flight itinerary, conference agenda, and expense log, original receipts and supporting documentation to **Devon Espinoza** by no later than **a week from your return**.
 - Your travel expense claim will be prepared with the provided information, reviewed by you and approved thirty days after the end of travel. Keep copies of all documents. Reimbursement checks take approximately 3 weeks to be issued after submission and **if** all necessary documents are included. It will take longer if any documentation is missing.
- Credit/Debit Card Statements: The statement should clearly show your name; address; account number; date; description of the item and amount. Black out all information you wish to remain private. If the formal statement is not available when submitting your claim, provide an interim online statement that clearly shows the same set of information mentioned above. Include the certification language attached if needed. Follow up with the formal statement as soon as available.

- **Signatures:** If you are not physically available, you may sign and scan your claim and then follow up with the hard copy in the mail.

Allowed and Disallowed Travel Expenses

- SF BUILD will **not** cover additional fees for the following:
 - Checked luggage (Plan on boarding with carry-on luggage and your poster.)
 - Seat preference, early boarding or extra legroom
 - Headphones or movies
 - Meals/snacks/drinks on board the flight

Lodging

- Please request a “folio” of your stay upon check out and forward it to myself. This document serves as a hotel receipt.
- The SF BUILD Program can only pay for the room, associated fees and taxes. Please do not charge extras to your room. Extras charged to the room will be your responsibility. Room service and entertainment, and other additional expenses will **not** be covered.
- **Ground Transport:** SF BUILD will pay for ground transport to and from your home to your local airport and to and from the airport to your hotel. Try to use the most economic ground transportation available. If possible, partner with other BUILD students to share the cost of a shuttle or taxi.
- Reserve ahead of time. Receipts must be provided for shuttle and taxis, Uber or Lyft. Town cars and limousines are not covered. Any extra travel you do in the area; sightseeing, etc. is your responsibility.
 - If you take BART to/from a Bay Area airport, note the expense on your log. BART can be an exception to the receipt rule, but if possible charge your ticket to your debit or credit card so that it is part of a formal statement.

Meals (in-person conferences)

- SF BUILD will reimburse up to \$55 a day (begins day of the conference) for meals **only if conference does not include** Breakfast, lunch, or dinner. Be sure to get receipts for these costs and submit them to Devon after the trip for reimbursement. SF BUILD cannot pay for alcohol or excessive food costs. We are unable to accommodate any dietary restrictions.
- Subsistence begins after 24hrs

For assistance or questions, please contact:

Devon Espinoza
die@sfsu.edu