Travel

Associated Student Government Bylaws:

9.6.2 ASG will sponsor no more than 75 percent of any travel program outside of a 60 mile radius of the college.

Within a 60 mile radius ASG will sponsor (if group is awarded enough funds) 100 percent of any travel program. However, within 60 miles, ASG will not cover overnight expenses.

*Organizations are not guaranteed funding.

A mandatory travel consultation meeting must be held at least 1 month in advance of when the conference registration payment is due.

- The Adviser of the travelling group, along with any interested students must attend and bring with them:

1. Completed **Travel Form**, which includes:
   a. Budget information
   b. Airfare
   c. Conference information: registration paperwork
   d. Hotel
   e. Ground Transportation
   f. **Meal Sheet**
      i. **Travel Forms** will be sent to the Adviser of the travelling group once an appointment is made.

2. All information provided in the conference packet

3. Finalized list of names and student id numbers for all attendees
   a. If funding is coming from ASG or ICC, all students attending must:
      i. Have a current ASB stamp.
      ii. Be enrolled in 5 units minimum at Saddleback College.
      iii. Have Saddleback as college of record.
      iv. Have a minimum 2.0 overall SOCCCD G.P.A.

- Any organization wishing to use ASG funds for travel will need to have 25 percent of the travel total available in a non-ASG account at the time of the mandatory travel meeting.
  - Accepted accounts: Private Club (handled by Student Development), Foundation, General or Categorical fund accounts.

- Number of students attending the conference must also be made known at the mandatory travel meeting.
  - 75 percent of travel amount will be reduced if the number of students is reduced, and the organization's private account will be required to pick up any extra costs incurred.

- At the mandatory travel consultation meeting the group's ability to schedule and utilize the ASG credit card will be discussed. If funding for the trip is coming from ASG or ICC, and there is space on the credit card, it may be possible to use the ASG credit card to make accommodations for airfare, hotel and conference registration.
  - If the ASG credit card cannot be used, either a student or adviser will need to secure accommodations on a personal credit card, if needed, until a check can be cut.
  - Expenses charged to a personal credit card cannot be reimbursed until after the completion of the trip, and all paperwork is completed.

**A Waiver Form** must be filled out by each student who plans to travel.

The Student Development Office will provide you with a copy of the waiver form via email.

Fill in the name of the event, date, time and place. Return the completed **Waiver Forms** to the Student Development Office. Keep a copy for the travelling adviser to take with him or her on the trip.