

Chapter 6: Organizational Travel

Associated Students Travel

Approval

The CSU Chancellor's Office requires AS to recognize authorized travel by student organizations for those trips that are budgeted in the organization's AS budget. Student travel not funded from AS funds IS NOT AUTHORIZED BY THE UNIVERSITY OR AS and therefore, WILL NOT be reimbursed or considered official university or AS travel.

For information on AS travel allocation approval and required forms, please see <http://www.as.sdsu.edu/govt/council/asdollar/page6.html>.

Associated Students Travel Funding

The AS has established specific limitations on the number of conference attendees and per diem costs for travel. See http://www.as.sdsu.edu/admin/forms/travel_forms/fund_req.pdf for more details.

Sport Club Travel

Sport Club teams are recognized by the AS Campus Recreation Board and follow guidelines established for these programs. Failure to do so may result in trip cancellation, loss of AS facility and equipment usage, and loss of official campus recognition. See <http://arc.sdsu.edu/sportclubs/sportsclubhandbook.pdf> for more information or contact the AS Sport Club staff at the Aztec Recreation Center.

Air Travel

Student air travel sponsored by, or pursuant to a program of the California State University, any campus of the CSU, any student body organization on, or with any combination thereof, is governed by the CSU

Executive Order 590 and the SDSU Policy on the Selection of Air Carriers, copies of which are available in Business Affairs (AD-320). These policies define the types of air carriers that may be used and the levels of insurance that must be maintained by them. In addition, all students participating in CSU-affiliated programs, which require air travel, shall be informed in writing that participation in such programs is voluntary and that air travel involves risks to personal safety, which could result in damage to property, injury, or death. Students participating in such travel shall be informed in writing that the CSU assumes no liability for damage, injury, or death and that students undertake such travel at their own risk. All students participating in CSU-affiliated programs which require air travel shall be required to acknowledge by signing a statement that they have been informed of the risks of air travel required by such programs, and release and hold harmless the State of California, the California State University, San Diego State University, and AS. When selecting an air carrier for organization travel, consider, in addition to ticket price, advance purchase requirements, ticket change and cancellation penalties, convenience and congestion of the hub airport, baggage interchange privileges, comfort and services of the aircraft, and availability of alternate flights if a flight is missed or cancelled. Prior to airport departure, be sure to reconfirm ticketing arrangements and departure time. Groups should also check local weather conditions that may hamper destination airports.

Other Organizational Travel

Except for official University business and Associated Students authorized and funded travel, personal travel by students is done at their own risk.

When travel involves groups of 25 or more students, the organization is strongly encouraged to hire private transportation such

as busses or shuttles, especially for events where alcoholic beverages are consumed.

Use of personal automobiles for transportation exposes the owner and driver to considerable liability. For the protection of all involved, all drivers shall have a valid driver license, shall have automobile liability insurance as required by California law, and shall observe all traffic laws, particularly with regard to speed limits. The vehicle shall be properly maintained in safe mechanical condition and the driver and all passengers shall use seat belts. The driver shall abstain from the consumption of alcohol, drugs or medicine that would impair vehicle operation, and shall not be inattentive (e.g. use of cellular telephones). All drivers shall be alert and well rested and take breaks from driving during longer trips. Drivers shall not drive more than ten hours per day.

If alcohol is being consumed at an event and busses or public transportation are not being provided, the organization must provide designated sober drivers who shall not consume any alcohol whatsoever at the event or within six hours prior to driving. Designated sober drivers are not required for events within walking distance (a half-mile) of the campus; however the organization has the responsibility to provide safe transportation home for any member or guest who becomes intoxicated.

Groups contemplating rental of vehicles for travel should pay particular attention to the vehicle condition at the rental time, driver eligibility stipulations, and insurance limitations. Important: Drivers of 10-, 12- or 15- passenger vans must have a Class B driver license with a passenger endorsement.