

# ✈ Rules for Travel ✈

- **IMPORTANT:** A minimum of *one month prior* to traveling, please fill out and turn in the BUILD PODER Travel Form and other required paperwork. If you need to use the travel agent for airfare or hotel reservations (BP students only), contact [mirranda.salas@csun.edu](mailto:mirranda.salas@csun.edu). Miranda can also help with paying for your registration directly.
- All receipts must show type/proof of payment in order to be reimbursed.
  
- **What is Covered?**
  - Conference registration fees
  - Transportation- Economy or Coach Airfare, Bus, Train, Shuttle, Taxi, Uber, Car rental (in some cases), parking fees, mileage (\$.67/mile)
    - You must take the most economical method available; Baggage fees can be reimbursed
    - 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 or Airbnb up to \$333/night
      - You can save by sharing a room but remember to **get an original receipt for all parties, with your portion clearly outlined. Please talk to Miranda if you plan on sharing a room.**
  - Meals- If your trip is over 24 hours, you are eligible for meal reimbursements based on that city's federal per diem rates. 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
    - If your conference registration fee includes certain meals, you cannot submit receipts for those meal periods
    - **No alcohol allowed!**
- **What's not covered?**
  - Business class airfare, motorcycle transportation, movies and other entertainment costs, valet services, traffic fines, personal insurance

For more detailed information, see: <http://www.csun.edu/sponsoredprograms/travel>