

**CAL POLY POMONA FOUNDATION, INC.**

**POLICIES AND PROCEDURES**

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**Subject: Reimbursement of Travel and  
Related Business Expenses**

**Policy No. 156  
Old No. 1980-2  
Date: 7/01/80  
Revision: 02/27/01**

**Reference: 138-III-B, 139-II-D, 310-II-D**

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**POLICY**

Reimbursement for travel and business related expenses shall generally be in accordance with the regulations established by the State Board of Control.

This policy is applicable to all Foundation personnel including, but not limited to, regular staff, those participating in contracts and grants, and those desiring reimbursement under this policy who have accounts with the Foundation. Executive Order No. 590, REP 1-92-02 identifies air carriers approved for Student Air Travel. (This executive order is incorporated as a part of the procedures related to this policy.)

Notice to Students: Release and Hold-Harmless Provisions. All students participating in CSU-affiliated programs which require air travel shall be informed in writing that participating 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 California State University assumes no liability for damage, injury, or death occurring on such voluntary air travel and that students undertake such travel at their own risk.

All individuals requesting reimbursement shall be governed by the following rules and any exceptions or deviations shall require the approval of the Executive Director of Foundation Services.