The Faculty Exhibition
Travel Manual

San José State University
The School of Information

R. Dahlgren
K. Luna

September 2015
# Table of Contents

**INTRODUCTION**........................................................................................................................................... 3  
**Section 1** ....................................................................................................................................................... 4  
  Travel Approval .............................................................................................................................................. 4  
**Section 2** ....................................................................................................................................................... 4  
  Reimbursement .............................................................................................................................................. 4  
**Section 3** ....................................................................................................................................................... 4  
  Lodgings ......................................................................................................................................................... 4  
**Section 4** ....................................................................................................................................................... 5  
  Airfare ........................................................................................................................................................... 5  
**Section 5** ....................................................................................................................................................... 5  
  Car Rental ..................................................................................................................................................... 5  
**Section 6** ....................................................................................................................................................... 5  
  Internet Service ............................................................................................................................................ 5  
**Section 7** ....................................................................................................................................................... 5  
  Contact Information ................................................................................................................................... 5
Introduction

Each fiscal year the Director and the Events Associate will determine which exhibitions require faculty to attend for recruitment purposes.

This decision is based on the *projected* “Events” budget for the fiscal year and can change at anytime.

The number of exhibitions can change annually, depending on the budget allocated to events.

The Director will make the final determination based on program needs, budget and/or priority.

If you agree to represent the School of Information for recruitment purposes at an exhibition or conference, we expect you to be available in our booth for a reasonable amount of time daily. We understand that you might have meetings or other obligations that may require you to be absent from our booth. The Events Associate will work with you on a schedule.

The following manual will guide and answer questions you may have regarding events travel for the School of Information.
Section 1: Travel Approval

After you have agreed to recruit for us and have received the venue information, please complete the Request for Financial Assistance form – this will establish funding for the trip and receive Sandy’s formal approval; it also kicks off the Travel Approval process.

Once the Request for Financial Assistance form is approved, the Travel Coordinator is notified, she will then work with you to get the “Approve of Travel Form” completed and submitted. This should be done as early as possible – no later than 30 days prior to the travel date for domestic travel, no later than 60 days prior to the travel date for international travel. Receiving travel approval as early as possible will allow you to secure the lowest prices in making your travel arrangements.

Section 2: Reimbursement

The following items are covered out of the “Events Budget” for recruitment travel.

- Airfare
- Lodging
- Car Rental
- Taxi/Shuttle
- Food
- Internet

The following items are not covered out of the “Events Budget” for recruitment travel.

- Conference Registration Fees
  NOTE: You will be provided an “Exhibitor’s badge. Most venues do not check badges, if you want to attend sessions.

- Conference Ticketed Events, Receptions or Tours
- Business Expenses (unrelated to recruitment)
- Alcohol

Section 3: Lodgings

Please secure the lowest price for lodgings. Please keep in mind that depending on the city, country, or time of year, hotel prices may be expensive. You may be required to stay at a reasonable distance from the venue in order to secure the lowest price.
The University allows $195 per night, excluding taxes. Keep in mind that you are a California State Employee. This entitles you to ask for the “Government Rate”, when securing your hotel reservation. These rates are lower than the published rates. They can sell out quickly, depending on the city and/or conference. Please remember to bring your University ID Card (Tower Card) with you. You will need your card to meet the requirements for the government rate, when checking into the hotel.

The Events Associate may set a higher (if applicable) lodging limit based on the event budget, city, country, or time of year per the Federal Per Diem.

Please keep in mind that sometimes the organization hosting the event does not negotiate a lower cost with hotels for attendees. If you can hold or secure a lower cost, please do reserve your lodgings.

Section 4: Airfare

Please secure the lowest price for airfare. Keep in mind that depending on the city, country or time of year airfare price may be expensive.

We suggest you use Southwest Airlines whenever possible. They tend to have sales on airfare more often than most other airlines.

Section 5: Car Rental

Car Rentals are approved depending on the exhibition location and availability of public transportation.

Section 6: Internet Service

Internet service will be included during your hotel stay. Internet access will also be provided in our booth located the exhibit hall.

Section 7: Contact Information

Please provide a cell phone number for emergency or recruitment questions to the Event Associate. You will have the Event Associate’s contact information as well.