Student Group Travel

Summary/Purpose: How to process authorizations and reimbursements for students traveling as a group.

Student groups may be advanced travel funds to cover expenses through University Travel. When a University employee is traveling with students, the employee will be the custodian of the funds. If a group of students are traveling together and no employee will accompany them, a student may be designated as custodian. The group must understand that all guidelines requiring original itemized receipts are applied to this travel. A list of all individuals that are participating must be attached with the Travel Authorization that is submitted.

Travel Advances for Student Group Travel
To ensure that the check will be available, the request for the advance must be prepared and submitted to Procurement Services no later than 10 days prior to departure. The designated student will be called when the check is ready. He or she will be required to sign the advance check instruction sheet at the time the check is picked up.

Upon return from the travel the custodian should submit a Travel Reimbursement voucher with an itemized list of expenses. Advances must be settled within 60 days of the last day of the trip. If the advance is not settled timely, student advances will be charged to the bursar student account for collection and the employee advances will be reported to payroll for deduction from the next scheduled pay period.

Meals - Actual costs not exceeding the maximum meal allowance for the area traveled per student. For the group meal an itemized meal receipt must be obtained from the restaurant. No reimbursement will be issued without this. A list of the individuals that participated in that meal must accompany the receipt.

Meal Tips - 15% of the actual meal cost not to exceed the maximum daily meal allowance

Lodging – The original itemized receipt showing room rate and all applicable charges. Individual’s names must be listed showing that charges apply to which student.

Taxi, Shuttle, Parking and Tolls - Actual Cost - Original receipt required over $10.00 per claim. No reimbursement will be issued for amounts over this without the required itemized receipt.

Gasoline - Actual costs with original itemized receipt

Airfare - Actual costs with original itemized paid receipt. Internet fares must have the payment confirmation and the e-ticket given upon check in at the airport.

Rental Car - Please refer to our State Contract Rental Car information for obtaining a rental car. The original itemized paid receipt is required.