

STUDENT TRAVEL POLICY

I. APPLICABILITY

The student travel policy is subject to the standardized guidelines, requirements, and procedures with regard to University Regulations and Policies for travel using the following funding sources: Activity and Services (A & S) fees, Revenues, and Auxiliary fund. The student travel policy incorporates by reference in the University Regulation 4.006 Student Government and Student Organizations (Regulations 4.006(10)) Student Organization's Event Management and Travel Policy.

II. DEFINITIONS

Any words not defined in this policy will be defined and governed by the University Regulations, University Controller's Manual, Student Organization Handbook/Manual, and Student Government Constitution and Statutes.

- A. Appropriate Office: A university departmental head or designee that is designated by the University to manage Activities and Service fees, Revenue and/or Auxiliary funds. For example, Housing Department, Student Involvement and Leadership, Student Government, Campus Recreation, etc.
- B. Registered Student Organization: Student organization that is officially registered with the Office of Student Involvement and Leadership.
- C. Student: A person currently registered as an undergraduate or graduate student and paying Activity and Service Fees at Florida Atlantic University during the current semester in which travel request takes place shall be entitled to seek funding.
- D. Student Travel: All student travel regardless of need for funding and/or funding source (i.e., Activities and Services fees, Revenues, Auxiliary) is governed by this policy.
- E. Travel Authorization Forms (TA): A TA is what allows travel and travel reimbursements through the University Travel system/policy.
- F. Student Government (SG) Programs: Programs are designated, funded agencies of SG that include: Program Board, Multicultural Programming, Students Advocating Volunteer Involvement (SAVI), Council of Student Organizations (COSO), Night Owls, Owl TV, University Press, Peer Education Team (PET), and Owl Radio.

III. GENERAL GUIDELINES

All parts of this policy must be in compliance with the Florida Atlantic University Controller's Manual, specifically the Travel Policy at <http://www.fau.edu/controller/travel/travelpp.php>. The University Travel Policy supersedes the Student Travel Policy if there are any conflicts in policy.

- A. All requests by SG, SG Programs, Registered Student Organizations or FAU students, for individual or group travel, must be registered and submitted through an application process to the Student Travel Committee and approved by the Senior Vice President for Student Affairs or designee. Departments sponsoring travel for students will only be required to complete a notification to travel form two weeks in advance of travel. The application process is explained in detail under Procedures for Travel within this policy.
1. If a group or individual is requesting funding for travel, then they must complete and submit travel paperwork at least 4 weeks in advance.
 2. Requests to travel that do not include a need or request for funding still must be approved through the application process to the Student Travel Committee. Completed travel paperwork must be submitted at least 2 weeks in advance.
- B. SG, SG Programs and Registered Student Organizations have the option to use program funding, revenue accounts and money that is not A & S Fees. However, they must seek approval for travel, through the application process and be in accordance with the University Travel Policy.
- C. Campus-to-Campus Travel: Travel to and from partner campuses (for Student Government officials) should be limited. We encourage the use of teleconferencing and other technology to communicate between campuses when possible. We also encourage the use of university vehicles for campus-to-campus travel. You will be reimbursed for campus to campus travel that is University business related as long as a TA is approved by the Senior Vice President for Student Affairs or designee prior to travel. One request to travel form and appropriate waivers, will have to be completed for campus to campus travel each year.
- D. Day Travel: Day travel consists of travel in the state of Florida that does not require an overnight stay and is not sponsored by SG, SG Programs or a department (i.e. attending a day-long leadership conference at UCF, participating in the Race for the Cure in West Palm Beach, competing in a club sport tournament in Miami). Day travel is permitted and may include bus or van rental, registration costs and entrance fees. Per diem meals are not covered for day travel, nor is mileage or gas on personal car usage. Requests for day travel will follow the same application process as all other travel and include the submission of a program registration form to your appropriate campus office.
- E. Students who are not a part of Student Government, SG Programs, or a Registered Student Organization are still eligible to apply for travel funding in order to present academic research or attend a professional development conference.
- F. Foreign Travel is only available to graduate students and undergraduate groups who have official university staff travelling with them. This travel must be approved by appropriate university officials.

- G. Student travel should follow procedures to pay vendors through Florida Atlantic University funds. Students who pay out-of-pocket for travel costs prior to obtaining approval from the Student Travel Committees in an attempt to secure the best rates, must do so at their own risk. There are no guarantees they will be approved for reimbursement by the funding board.
- H. Funding allocated to Registered Student Organizations by the Council of Student Organizations (COSO) is not available to be used for travel, including day travel, unless it was approved as a part of the annual funding process.
- I. SG elected officials are exempt from needing the approval of the Student Travel Committees for campus-to-campus, local, regional, state-wide, or national travel when they are representing the Florida Atlantic University student body for related business, however, they must be approved by the Associate Dean of Students and Senior Vice President for Student Affairs or designee prior to traveling in accordance with the University Travel policies.
- J. Day trips sponsored by Student Government or SG Programs (i.e. taking a bus to a basketball game in Miami, a day trip to Disney World, Rally in Tally) must submit the Notification of Travel paperwork in advance of travel, but are exempt from including the individual student attendees for the trip and the accompanying paperwork in advance. Instead, the individual student information and paperwork will be collected on the day of the trip. Following the trip, the paperwork must be submitted to the appropriate Student Government office.
- K. If a student withdraws for the semester prior to, or after the trip, then the student will be billed for the travel expenses to their FAU account.

IV. SPECIFIC GUIDELINES FOR TRAVEL:

- A. *It is the intent of this policy that, if possible, the academic department be the primary source of funding with University travel- funding dollars as a supplemental source.*
- B. Student(s) must justify the importance of their travel in writing. Student(s) must explain how development will occur during travel OR student(s) must show travel is for sport club or organization competition purposes.
- C. Travel funding from the Student Travel Committee will be awarded as follows:

MAXIMUM TRAVEL FUNDING AWARDED PER FISCAL YEAR: UNDERGRADUATE STUDENTS/ORGANIZATIONS			
Students can apply multiple times to the Student Travel Committee until they exhaust the maximum			
	IN STATE	OUT OF STATE	MAXIMUM PER FISCAL YEAR
Attending a Conference/Event	Up to \$200	Up to \$200	Up to \$600
Presenting/Competing at a Conference or Event	Up to \$300	Up to \$600	Up to \$600
Club Sport Competition	Up to \$300	Up to \$600	Up to \$600

D. The maximum amount awarded per fiscal year through the Graduate Student Association Advisory Board for a graduate traveler is \$800.

MAXIMUM TRAVEL FUNDING AWARDED PER FISCAL YEAR: GRADUATE STUDENTS			
Students can apply multiple times to the Student Travel Committee until they exhaust the maximum			
	IN STATE	OUT OF STATE	MAXIMUM PER FISCAL YEAR
Attending a Conference/Event	Up to \$200	Up to \$200	Up to \$800
Presenting/Competing at a Conference or Event	Up to \$400	Up to \$800	Up to \$800

E. Student will be responsible for at least 10% of the total cost for their travel.

F. The funding limits listed above are for funding awarded through the Student Travel Committees. Student Government, SG Programs, and Registered Student Organizations using their own revenue or auxiliary accounts are exempt from these funding limits

G. Students who request travel which is located in their home city or country will need to provide a justification letter from their faculty advisor on how the conference is directly related and necessary for their educational program. This information will be used to determine if travel will be granted by Student Travel Committee.

H. Travel dates (plane tickets, hotel stay, etc.) must coincide with the conference dates.

V. COMPLIANCE

A. Violations of this policy will subject the student and/or student organization to university sanctions through the University Regulations 4.007: Student Code of Conduct by the Associate Vice President and Dean of Students Office.

- B. Should any improper student conduct occur during the course of the travel period, the student and/or student organization will be immediately referred to the Associate Vice President and Dean of Students Office to take appropriate action.

VI. STUDENT TRAVEL COMMITTEE

- A. There will be two Student Travel Funding Committees designated as the approving body for travel at Florida Atlantic University. They are the Undergraduate University-wide Student Travel Committee and the Graduate Student Association Advisory Board. These committees are primarily virtual committees as all requests will be sent virtually for approval.
 - 1. The University-wide Student Travel Committee's charge is to review and approve the travel request submitted by undergraduate students to the committee. The Undergraduate University-wide Student Travel Funding Committee will allocate money from the University-wide Travel Fund. The Senior Vice President for Student Affairs or designee shall approve the members of this committee. The Undergraduate University-wide Student Travel Funding Committee shall be comprised of 5 voting members and 1 non-voting member of the University administration as outlined below:
 - a) The Student Body President appointee, as chairperson - voting
 - b) 1 student representative from each partner campus grouping appointed by the Campus Governors - voting
 - c) Associate Vice President and Dean of Students or designee – non-voting and will assist the chair with administration of the applications.
 - 2. To serve on the committee, a student must meet the minimum student leader qualifications as stated in University Regulation 4.006.
 - 3. Graduate student travel will be approved by the Graduate Student Association Advisory Board (GSAAB). The GSAAB will be assisted by the Director of Student Government in the application process and approval of travel.
- B. Each semester, the Undergraduate University-wide Student Travel Committee and at least 2 members of the GSAAB will meet to review the Student Travel Policy and procedure in order to review the process and ensure that is working effectively. This meeting will be coordinated by the Director of Student Government.
- C. In the case there is ever a time when membership is not active (or representatives have not been appointed), the Associate Vice President and Dean of Students or designee will be responsible for approving requests that are properly submitted.

VII. PROCEDURES FOR TRAVEL

- A. When students are traveling on behalf of Student Government, SG Programs, and Registered Student Organizations or as an individual student representing FAU, the University must be aware of these travels. In order to request to travel, students must complete the application process at least 4 weeks in advance of travel if they are requesting funding. Any requests to travel not submitted at least 4 weeks in advance of

travel will not be considered and travel will not be approved by the Student Travel Committees. The procedure to request to travel is explained below.

1. All SG Programs, Registered Student Organizations or individual students traveling off campus for an event, competition, conference, or any activity where they are representing FAU must fill out the following forms:
 - a. Request to Travel Form (one form per group/student travelling and must be signed by advisor)
 - b. Student Travel Procedure Agreement (one form per student travelling, and only needs to be filled out once per fiscal year))
 - c. Student Travel Code of Conduct Liability Form (one form per student travelling)
2. If an organization or department is not requesting funding they must complete the following forms:
 - a. Notification to Travel Form (one form per group/student travelling and must be signed by department advisor)
 - b. Student Travel Procedure Agreement (one form per student travelling, and only needs to be filled out once per fiscal year))
 - c. Student Travel Code of Conduct Liability Form (one form per student travelling)
3. In either of the above situations, each of these fully completed forms is MANDATORY. These forms are used to initiate a Travel Authorization (TA) form after travel approval has been granted by the Student Travel Committee.
4. We also recommend that students utilize the Travel Checklists that are available to assist in the process. There is an Undergraduate Travel Application Checklist and a Graduate Travel Application Checklist available online for student's assistance.
5. All forms are available online at: www.fau.edu/sq/travel.

B. Procedure

1. Fill out the proper forms, which can be found at the SG Website at: www.fau.edu/sq/travel.
 1. Request to Travel Form or Notification to Travel Form
 2. Student Travel Procedure Agreement
 3. Student Travel Code of Conduct Liability Form
2. Provide justification regarding the importance of travel in writing. Student(s) must explain how development will occur during travel OR student(s) must show travel is for sport club competition purposes. Justification should be provided in a cover letter submitted by the individual student, organization or program that is traveling.

3. Gather the following information for Conference/Competition Travel:

1. Agenda/Program/Schedule for Conference, Convention, Workshop, Seminar or Competition
2. Hotel Reservation Information and Cost
3. Airline and/or Car Rental Reservation Information and Cost
4. Registration and/or Entrance Fees
5. Any other costs (i.e. parking, tolls, meals, or fuel expenses for drivers, etc.)
6. Each traveler's information, including name, z-number, Travelers' email, phone number and address
7. Bring the paperwork from #1, #2, #3 and #4 to the following "appropriate office" for review and signature.

VIII. Appropriate Offices:

Individual Undergraduate Student	Office of Student Government Boca Raton: Student Union, room 215 Davie: Davie Student Union, room 203 Fort Lauderdale: Building HEC, room 507 Jupiter: Building SR-151, MC03 Treasure Coast: Building CO, room 121
Individual Graduate Student	Graduate Student Association (GSA) Office Boca Raton: Student Union, room 234 Davie: Davie Student Union, room 203 Fort Lauderdale: Building HEC, room 507 Jupiter: Building SR-151, MC03 Treasure Coast: Building CO, room 121
Student Government	Office of Student Government Boca Raton: Student Union, room 215 Davie: Davie Student Union, room 203 Fort Lauderdale: Building HEC, room 507 Jupiter: Building SR-151, MC03 Treasure Coast: Building CO, room 121
SG Programs	SG Program Advisor
Sport Clubs	Campus Recreation Recreation and Fitness Center, room 103, Boca Raton Campus Jupiter: Building SR-151, MC03
Social fraternities and sororities	Office of Fraternity and Sorority Life Student Union, room 218
All other Registered Student Organizations	Office of Student Involvement and Leadership

	Boca Raton: Student Union, room 206 Davie: Davie Student Union, room 203 Fort Lauderdale: Building HEC, room 507 Jupiter: Building SR-151, MC03 Treasure Coast: Building CO, room 121
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- A. These offices will not be approving travel requests; rather they will assist the student group or individual student in obtaining the necessary information to be submitted to the Student Travel Committee for review.
- B. For student groups or individual students using self-generated revenue or auxiliary funding from an FAU department, submit your paperwork to the office that is making funds available for travel (i.e. Housing, Campus Recreation, Student Union).
- C. The *appropriate office will verify grades and status of students requesting to travel. Students who are requesting funding must meet the minimum student leaders standards set forth in Regulation 4.006 and also be in good standing with the University in regards to any judicial holds. Students who are traveling but not requesting funds must simply be in good academic standing with the university.
- D. Appropriate office will review paperwork to insure it is complete, sign it, and then submit packet to the Office of Student Government, where it will get forwarded to the Student Travel Committee for review.
- E. The Student Travel Committee or GSAAB Travel Committee will either APPROVE or NOT APPROVE request for travel within 7 business days of submission to the committee. A notification will be sent through email to the main contact person listed on the Request to Travel, as well as the advisor and *appropriate office.
- F. The Office of Student Government (or *appropriate office if self-generated revenue or auxiliary funding is being used) will initiate a TA based on the information submitted in the Request to Travel. Student groups or individual travelers should ask for a copy of each TA if reimbursements are requested after travel.
- G. When student group or individual student is making travel arrangements, use the following instructions:
 - 1. Airline tickets: Use personal credit card to reserve tickets and follow reimbursement instructions.
 - 2. Vehicle rental: Use personal credit card to reserve vehicle and follow reimbursement instructions, or if you are utilizing funding from the university to pay for a rental car, Avis is a designated university vendor who will provide discounts and also accepts a voucher that can be issued in advance of travel so students will not have to pay out of pocket. Even with the voucher students are required to pay for gas out of pocket and should follow instructions regarding returning the car with the appropriate levels of gasoline.

3. Hotel reservation: Use personal credit card to reserve hotel room and follow reimbursement instructions OR see if hotel will allow for the bill to be paid after the trip is completed. Note, most hotels will not do this, so if you have any issues in paying in advance, out of pocket for hotel stay, please speak with your *appropriate office regarding this.
4. For all other travel costs, use cash or personal credit card and follow reimbursement instructions.
5. Students should make every effort possible to pay for their travel with their own funds. Reimbursement is more difficult when a student's travel is paid for out of another departments, advisor's or a parent's account. If you or your club can not pay out of pocket, you should discuss this with the Appropriate office before travelling.
6. Go on your trip!!

IX. Additional Travel Guidelines

- A. Students who plan to drive their own cars cannot receive reimbursement for gas or mileage. If you plan to drive to your destination, plan to rent a vehicle. This is a measure to better insure safety of travelers.
- B. Meals for overnight trips are reimbursed at per diem rates--\$6.00 for breakfast, \$11.00 for lunch, and \$19 for dinner.
- C. Make sure each traveler in your group saves all his or her original itemized paid receipts during the trip. They will need proof of expenses if the student plans to seek reimbursement when he or she returns from trip. This includes, but is not limited to: airline boarding passes, toll receipts and taxi receipts.
- D. Should a traveler choose to cancel or miss a flight that is directly billed to FAU, through Student Government funding or revenue/auxiliary accounts, that student must notify the Office of Student Government and *appropriate office immediately, as well as the advisor. The SG Accounting and Budget Office (or *appropriate office) will then notify the advisor and student organization president (if applicable) how much money was lost. The advisor and student organization president are responsible for collecting the money back from the student(s) who did not travel.

X. STEPS FOR REIMBURSEMENT

- A. After traveling:
 1. Each student seeking reimbursement should complete a Travel Reimbursement Voucher at http://www.fau.edu/controller/travel/travel_forms.php and submit it to Student Government or appropriate office* within thirty (30) business days of completion of travel and attach a copy of his/her TA, a copy of the program/agenda of the conference, seminar, workshop or convention, and all original receipts as proof of payment. On the form make sure to include all the pertinent information, such as name, Z number, club name, TA# number, address and telephone number. Otherwise, travel expenses will not be reimbursed. Refer to the back of the form for instructions.
 2. A student can only seek reimbursement for expenses initially included in the TA. TA expenses may be reimbursed up to 10% greater than the original amount encumbered by the TA and must be approved by the SGAB Office.

3. Ask your appropriate office to review your reimbursement voucher to make sure it is completed correctly. (Note: normally, delays for reimbursements are mainly due to incorrect completing of the form and because students failed to provide required original receipts and /or other documentation)
4. Once all forms are completed with itemized receipts, make an appointment with the SG Accounting & Budget Office to complete your travel reimbursement forms. They will process your paperwork and typically it takes about 2 weeks for your reimbursement to be completed. Reimbursements are issued either by check to the address on file or by direct deposit, whichever method is specified on the students account.

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