



## STUDENT TRAVEL POLICY

### 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.

### DEFINITIONS

Any words not defined in this policy will be defined and governed by the University Regulations, University Controller's Manual, Student Club and 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 Club and Organization: Student organization that is officially registered with the Office of Student Involvement and Activities
- 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 funding source (i.e., Activities and Services fees, Revenues, Auxiliary) is governed by this policy.
- E. Travel Authorization Request (TAR): TAR is what allows travel and travel reimbursements through the University Travel Policy. All Travel Authorization Requests must be done through the Web Online Forms (WOLF) system.

### 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/travel\\_p\\_p.php](http://www.fau.edu/controller/travel/travel_p_p.php). The University Travel Policy supersedes the Student Travel Policy if there are any conflicts in policy.

- Any requests by student, student organization or SG program for individual or group travel must be registered and submitted through an application process to Student Travel Committee and approved by the Senior Vice President for Student Affairs or designee.
- Student Government, Student Government Programs (i.e., Program Boards, Owl TV, UP, Night Owls) and Registered Student Clubs and Organizations may have the option to use revenue accounts and money that is not A & S Fees, however, they must seek approval for travel from the Student Travel Committee and must follow the policies in the Student Involvement and Leadership and in accordance with the University Travel Policy.
- Foreign Travel is only available to graduate students and must be approved by the Senior Vice President of Student Affairs or their designee and the Dean for the Graduate College or their designee.
- Student travel should follow procedures to pay vendors through Florida Atlantic University funds. However, students who pay out of pocket for travel costs prior to obtaining approval from the funding board and the Student Travel Committee in an attempt to secure the best rates, must understand that there are no guarantees they will be approved for reimbursement by the funding board.
- Campus to Campus Travel: Travel to and from partner campuses should be limited. We encourage the use of teleconferencing and other technology to communicate between campuses when possible. You will be reimbursed for campus to campus travel that is University business related as long as a TAR is approved by the Associate Dean of Students and the Senior Vice President of Student Affairs prior to travel.
- Day Trips: Day trips for social activities, entertainment, community service or training is permitted and may include bus or van rental, gas for a rental vehicle, registration costs and entrance fees. Per diem meals are not covered for day trips, nor is mileage or gas on personal car usage. Requests for day trips must be approved by the Senior Vice President for Student Affairs or designee prior to travel through Expense Justification Form and appropriate supporting documents.
- SG elected officials are exempted from needing the approval of the Student Travel Committee 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 through the University Travel policies.
- 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.

**SPECIFIC GUIDELINES FOR PROFESSIONAL CONFERENCE TRAVEL:**

- **It is the intent of this policy that, if possible, the academic department be the primary source of funding with Activity and Service fee funding as a supplemental source.**
- Student(s) must justify academic or professional importance of their travel in writing;
- Student(s) must show how academic and professional development will occur during travel, or;
- Student(s) must show it is for sport club competition purposes;
- Grant Awards:
  - Academic Conference Attendance Grants are awarded for travel from the FAU campus as follows: All destinations over 50 miles distance from any FAU campus will receive up to \$100.
  - Academic Presentation Support Grants:
    - Undergraduate student travel for in-state has a limit of \$200 per person, per academic year on a trip. Out of state travel has a limit of \$500 per person, per academic year on a trip. Maximum per academic year is \$500;
    - Graduate student travel for in-state has a limit of \$200 per person, per academic year on a trip. Out of state or foreign travel have a limit of \$600 per person, per academic year on a trip. Maximum per academic year is \$600;
- Student will be responsible for at least 10% of the total cost for their travel.
- Students upon return from student travel must showcase or make a presentation on what they learn at an academic/ professional development conferences decided by the designated/representative office.
- Students who request travel which is located in their home city or country will need to receive 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.
- Travel dates (plane tickets, hotel stay, and etc.) must coincide with the conference dates.

## **COMPLIANCE**

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.

Any improper student conduct 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.

## **STUDENT TRAVEL COMMITTEE**

The University-wide Student Travel Committee charge is to review and approve the travel request submitted to the committee. The Senior Vice President for Student Affairs or designee shall approve the members of this committee. The Student Travel Committee shall be comprised of seven (7) voting members and one (1) non-voting member of the University administration as outlined below:

- A. The Student Body President appointee, as chairperson - voting
- B. Two (2) graduate representatives from Graduate Student Association – voting
- C. One (1) student representative from each partner campus grouping appointed by the Campus Governors - voting
- D. Associate Vice President and Dean of Students or designee – non-voting and will assist the co-chair with administration of the applications.

To serve on the committee, a student must meet the minimum qualifications as stated in University Regulations 4.006.

## PROCEDURES FOR TRAVEL

All Student Government Programs, Student Clubs and Organizations or individual student traveling off campus for an event, a conference, or any activity where they are representing the student club or organization and FAU, must fill out, or have an official officer from the organization or individual fill out, as the case may be, a **Student Travel Procedure Agreement (Only once per academic year), Student Travel Code of Conduct Liability Form and Request to Travel Form** with all of the attendees' information. This is MANDATORY. This form is used to initiate a Request for Travel and Travel Authorized Request (TAR) by the \*appropriate office after travel approval has been granted by the Student Travel Committee. The TAR is what allows travel and travel reimbursements through the University Travel Policy. As long as students are traveling on behalf of a club or organization or individual student of Florida Atlantic University, the university must be aware of these travels. Should any problems arise we will be able to act accordingly.

**NOTE: Submission of the application form must be at least four (4) weeks in advance of the departure date (or travel reimbursement will not be allocated). No Travel Registration reimbursements will be given for travel that does not satisfy the advance submission requirement.**

### Procedure

1. Fill out the **Student Travel Procedure Agreement (Only once per academic year), Student Travel Code of Conduct Liability Form and Request to Travel Form** which can be found on the Associate Vice President and Dean of Students website at: <http://www.fau.edu/dean/Forms.php>.
2. Gather the following information for Conference Travel:
  - A. Agenda and/or Program for Conference, Convention, Workshop or Seminar
  - B. Hotel Reservation Information and Cost
  - C. Airline or Car Rental Reservation Information from Vendor
  - D. Any other costs (i.e. parking, tolls, registration fees, meals, mileage or fuel expenses for drivers, etc.)
  - E. Travelers' email, phone number and address
3. Contact the FAU travel agency "Marathon Travel" through the assistance of your appropriate office\* for estimates on airline tickets, hotel, and car rentals. Marathon Travel streamlines the reservation process by providing capabilities for online self-bookings and profile management, integrated with the increased efficiencies of 24/7 telephone counselor availability. All travel arrangements must be made through Marathon Travel, unless the group or individual can show in writing that they have

received a lower price for service with another carrier or provider. It must be compared with the Marathon Travel quote and submitted as part of the form and application.

4. Bring the above information from #1 and #2 to the appropriate office\*.
  - A. If Student Government money is being used:
    - **Student Travel Procedure Agreement (Only once per academic year), Student Travel Code of Conduct Liability Form and Request to Travel Form** must be turned into the appropriate office\* with contact person's information and itinerary information.
    - The appropriate office\* will check grades and status for students who are traveling, advise the funding board on the request and upon approval by the funding board will forward the form or application to the Associate Vice President and Dean of Students office or designee for review by the Student Travel Committee. They will either approve or disapprove travel form/application within two (2) business days from the date of submission to the committee.
    - Upon approval by the Student Travel Committee, the Student Government will be notified and will they then initiate a TAR for the travelers.
  - B. If Club's revenue is being used:
    - **Student Travel Procedure Agreement (Only once per academic year), Student Travel Code of Conduct Liability Form and Request to Travel Form** must be turned into the appropriate office\* with contact person's information and itinerary information.
    - The appropriate office\* will check grades and status for students who are traveling, advise the funding board on the request and upon approval by the funding board will forward the form to the Associate Vice President and Dean of Students office or designee for review by the Student Travel Committee. They will approve or disapprove travel form within two (2) business days from the date of submission to the committee.
    - Upon approval by the Student Travel Committee, the appropriate office\* will be notified and they will then initiate a TAR for the travelers.

\*Appropriate office – The departments/offices will not be approving the travel requests. They will only assist the student group or individual student in obtaining the necessary information for the Student Travel Committee to review their request for travel. The Sport clubs will go to the Campus Recreation office, social Greek Organizations will go to the Greek Affairs office, Student Government and SG programs will go to Office of Student Government or your campus SG advisor office, and all other clubs will go to the Student Involvement and Leadership office or your campus Office for Student Life office for Activity and Service Fee and Club Revenue usages. Auxiliary funds usage will go through the designating department (Housing, Campus Recreation and Student Union or your partner campus facility) who is making the funds available for travel.

5. Student Government or appropriate office\* will initiate TAR (based on information). Ask for a copy of each TAR for your club, organization or individual records and for later use if reimbursements will be requested after traveling.

6. Provide the TAR number to the FAU travel agency to make reservations for airline tickets, hotel, and car rentals.
7. Hotel: Complete a Check Request form at [http://wise.fau.edu/controller/accounts\\_payable/acc\\_pay\\_forms.php](http://wise.fau.edu/controller/accounts_payable/acc_pay_forms.php) for request under \$1,000 and attach an invoice from the hotel, or complete a Banner Requisition form at <http://www.fau.edu/purchasing/forms.php> for request over \$1,000 and attach a quote from the hotel. You will also need to include with Check Request or Banner Requisition the number of rooms, and the names of the attendees that will be staying in each room. Please include the hotel's federal tax ID number on the Check Request or Banner Requisition form. The FAU Purchasing Department (561-297-3080) must fax a tax exempt certificate to the hotel so no tax is charged within the State of Florida. On occasions, hotels outside of Florida will accept the University federal tax ID number for exempt for state taxes. Upon return from the trip, you must submit invoice to the SG Accounting and Budget Office. An electronic payment for the hotel stay will be sent to the vendor by the Controller's Office ***after the service*** has been completed. *Please note that we are not allowed by State of Florida statutes to pay a vendor in advance of services.*
8. Call the Student Government Accounting and Budget office at 561-297-6775 or appropriate office\* one week prior to the trip to confirm processing and the on time issuance of the check. Have the payee's information and total amount of bill prior to calling. **NOTE: Remember to pick up the check in the Controller's Office prior to departure.**
9. Go on your trip!!

#### **OTHER IMPORTANT TIPS:**

- Mileage is reimbursed at \$.445 per mile for drivers using their own cars. Meals for overnight trips are reimbursed at per diem rates--\$6.00 for breakfast, \$11.00 for lunch, and \$19 for dinner.
- Make sure each member/individual of your group saves all his or her original paid receipts during the trip. They will need proof of expenses if the student plans to seek reimbursement when he/ she returns from trip. This includes: airline boarding passes, toll receipts and taxi receipts.
- Should a club member/individual choose to cancel or miss a flight that is directly billed to their university (club or organization, student government, auxiliary) account, that student/club must notify the appropriate office\* as well as the Club President and Advisor immediately. The SG Accounting and Budget Office or appropriate office\* will then notify the Club President and Advisor about how much money was lost. The President of the club and the Club Advisor are responsible to collect the money back from the student(s) who did not travel.

#### **STEPS FOR REIMBURSEMENT**

After traveling:

1. Each student seeking reimbursement should complete a Travel Reimbursement Voucher at [http://www.fau.edu/controller/travel/travel\\_forms.php](http://www.fau.edu/controller/travel/travel_forms.php) and submit it to Student Government or appropriate office\* within five (5) business days of completion of travel and attach a copy of his/her TAR, 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, TAR number, address and telephone number. Otherwise, travel expenses will not be reimbursed. Refer to the back of the form for instructions. NOTE: A student can only seek reimbursement for expenses initially included in the TAR. TAR expenses may be reimbursed up to 10% of the original amount encumbered by the TAR and must be approved by the appropriate office\*.
2. Ask your SG Accounting and Budget Office or designated 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).