



**Dean of Students**  
777 Glades Road, UN 215  
Boca Raton, FL 33431  
Tel: 561.297.3546  
Fax: 561.297.2502  
[www.fau.edu/student](http://www.fau.edu/student)

## **STUDENT TRAVEL PROCEDURES**

### **I) APPLICABILITY**

The student travel procedures are subject to the standardized guidelines, requirements and procedures with regard to University Regulations and Policies for travel using the following funding sources: Activity and Service Fees, Revenue Funds and Departmental Funds. The student travel procedures incorporate by reference University Regulation 4.006 and 4.007.

### **II) DEFINITIONS**

Any words not defined in these procedures will be defined and governed by the [University Regulations](#), University Controller's Manual, Student Organization Manual and [Student Government Constitution and Statutes](#).

- A. Activity and Service Fees: The term "Activity and Service Fees" refers to the fee established by the FAU Board of Trustees that is collected as a component of tuition and fees. Activity and Service Fees shall be expended for lawful purposes to benefit the Student Body in general. A portion of Activity and Service Fees are dedicated to funding student travel through Student Government.
- B. Departmental Funds: The term "Departmental Funds" refers to funding designated to and managed by a University department.
- C. Registered Student Organization: The term "Registered Student Organization" refers to a student organization that is officially registered with Student Activities & Involvement.
- D. Revenue Funds: The term "Revenue Funds" refers to money fundraised and managed by a Registered Student Organization or Student Government (SG) Program. This money is housed in a University Agency account or Student Government Revenue account.
- E. Student: The term "student" refers to any person taking courses at FAU on any of its campuses or sites and paying Activity and Service Fees. Persons who are not officially enrolled for a particular term but who have a continuing enrollment at FAU are considered "students". Student Status will be verified by the academic degree program in which the student is enrolled.

- F. **Student Travel Award:** A “Student Travel Award” refers to the amount awarded to an individual by way of the Student Travel Application process. The funds are allocated by Student Government, in the Activity and Service Fee Budget.
- G. **Student Government (SG) Programs:** The term “SG Programs” refers to designated, funded agencies of Student Government that include but are not limited to: Program Board, Multicultural Programming, Homecoming, Students Advocating Volunteer Involvement (SAVI), Council of Student Organizations (COSO), Night Owls, Psychoeducational Programming (PEP Talk), Graduate and Professional Student Association (GPSA), University Press, Owl TV and Owl Radio.
- H. **Student Travel:** The term “student travel” refers to all student travel related to the University, including but not limited to, international travel and regardless of need for funding and/or funding source (i.e., Activity and Service Fees, Revenue Funds, Departmental Funds). All student travel is governed by these procedures.
- I. **Spend Authorization (SA):** The term “SA” refers to the electronic request that notifies the University of travel and encumbers funding for that travel in the University’s finance system, Workday.
- J. **Expense Report:** The term “Expense Report” refers to the electronic request of reimbursement from the University for travel, in the University’s finance system, Workday.
- K. **Group Travel:** The term “Group Travel”, for the purpose of student travel, a group is defined as two (2) or more individuals. Once two or more individuals are traveling to the same event, the travel is considered group travel.
- L. **Sports Club Travel:** The term “Sports Club Travel” refers to all sports club travel related to the University regardless of the request for funding and/or funding source (i.e., Activity and Service Fees, Revenue Funds, Foundation Accounts, Departmental Funds). All club sports travel is governed by these procedures and are subject to internal audit.

### **III) GENERAL GUIDELINES**

- A. All parts of these procedures must be in compliance with the FAU Controller’s Manual, specifically the Travel Policy at: <https://www.fau.edu/controller/travel/>. The University Travel Policy complements the Student Travel Procedures if there are any conflicts in policy. All requests by Student Government, SG Programs, Registered Student Organizations or FAU students, for individual or group travel related to the University, must be registered and submitted through an application process and approved by the Vice President for Student Affairs or designee in advance of travel.
- B. Approval of travel plans and/or for a student travel award is not guaranteed.
- C. Student Travel Awards are available contingent upon available funding.

- D. If a group or individual is requesting a Student Travel Award, they must complete and submit their completed travel application and supporting documentation in advance of their travel via Owl Central by the deadlines specified in Section V(1).
- E. If a student group or individual student is traveling, they must notify the University of their travel plans in advance of their travel via Owl Central by the deadlines specified in Section V(1).
- F. Undergraduate students enrolled a minimum of half-time are eligible to apply for a Student Travel Award. Half-time status is considered six (6) credit hours for undergraduate students and three (3) credit hours for graduate students. Students who are not officially enrolled for the summer term at the time of travel, but who were eligible for travel for previous spring and are enrolled half-time for upcoming fall are eligible to apply for a Student Travel Award. An exception may be granted for students graduating during the semester of travel, proof of approved graduating status is required.
- G. At time of application, any student traveling must be in good academic and disciplinary standing. If a student withdraws from the University during the semester they travel and received a reimbursement by way of a Student Travel Award, the student will be obligated to refund the Student Travel Award.
- H. Events that are required for an academic program from which the student will receive credit are not eligible for travel reimbursement from Student Travel. Exceptions will be made on a case by case basis and at the discretion of the student travel committee.
- I. Funding allocated to Registered Student Organizations by the Council of Student Organizations (COSO) is not available to be used for travel, including day travel.
- J. Student Government, SG Programs and Registered Student Organizations have the option to use program funding, Revenue Funds, Departmental Funds and other funding that is not Activity and Service Fees; however, they must comply with Section III (A) and be in accordance with the University Travel Policy.
- K. Student Government elected officials are exempt from needing the approval of the Student Travel Committee(s) for campus-to-campus, local, regional, state-wide, or national travel when they are representing the FAU student body for related business; however, they must comply with Section III (A) and be in accordance with the University Travel Policy. The following items are reimbursable: lodging, airline or car rental, registration or entry fee and other costs such as parking, tolls, and fuel expenses for rental vehicles. Student Government elected officials are eligible for per diem in accordance with University Travel policies.
- L. Registered Student Organizations may use agency funds and other funding that is not A&S Fees for travel; however, they must comply with A. above and be in accordance with the University Travel Policy.

- M. Students not involved in Student Government, SG Programs, or a Registered Student Organization are still eligible to apply for Student Travel Awards in order to present academic research, attend personal interest or academic conferences or events, or compete at personal interest or academic conferences or events. They must comply with Section III (A) and be in accordance with the University Travel Policy.
- N. 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 comply with Section III A and be in accordance with the University Travel Policy.
- O. Travel dates (plane tickets, hotel stay, etc.) must coincide with the conference dates. Students who desire to extend their travel beyond the conference or competition dates must do so at their own personal expense and must notify the Dean of Student and Director of Student Activities and Involvement at [studenttravel@fau.edu](mailto:studenttravel@fau.edu) of their actual travel dates.
- P. Student travelers must submit their own travel applications. Professional staff cannot submit travel on behalf of student travelers.
- Q. To apply for a Student Travel Reimbursement, you must first have notified the University of your travel plans and applied for a Student Travel Award. Your travel plans must be approved and you must have been awarded a Student Travel Award amount.
- R. A Student Travel Award does not pay for your travel expense, in advance for your travel. A Student Travel Award is a pre-trip award that entitles you to apply for a Student Travel Reimbursement within 10 business days, upon return from a trip.
- S. Make sure each traveler in your group saves all of their original itemized paid receipts during the trip. Each person will need proof of expenses if planning to seek reimbursement when returning from the trip. This includes, but is not limited to: airline, hotel, parking, rental car, gas, tolls and taxi/bus receipts.
- T. Travelers will not be reimbursed for travel paid for by another department or travel that has already been reimbursed to someone else.

#### **IV) International Travel**

- A. International Travel is available to students and Registered Student Organizations. International Travel requests are electronically approved by the Vice President for Student Affairs in addition to the President or their designee. This process applies to university-related student travel abroad (outside of the U.S. States and U.S. territories), except [formal study abroad programs](#) approved for academic credit via the Education Abroad office.

Student participants in events/programs/activities abroad outside of formal study abroad programs must register with the Education Abroad office and must purchase the University-approved international health and travel insurance for the duration of the university-related travel. This must be done prior to applying to notify the University of your travel plans.

Contact [Marta Guevara](#) for assistance with this process.

- B. Students who request travel that is in their home country (if outside of U.S.A.) must 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 the Student Travel Committee.

## V) PROCEDURES FOR APPLYING TO NOTIFY THE UNIVERSITY OF YOUR TRAVEL AND/OR APPLY FOR STUDENT TRAVEL AWARDS

Below are the steps you must take to submit an application to notify the University of your travel plans or apply for a Student Travel Award:

### 1. Apply on Time

There are deadlines for applying to notify the University of your travel plans and to request Student Government sponsored travel awards. The deadlines are outlined below:

<b>Domestic</b>		<b>International</b>	
<b>Notification Only</b>	<b>Requesting SG Travel Awarded</b>	<b>Notification Only</b>	<b>Requesting SG Travel Awarded</b>
10 business days prior to your departure date for Non-funded domestic travel for Undergraduate and Graduate	<ul style="list-style-type: none"> <li>15 business days prior to your departure date for funded domestic travel for Undergraduate Research</li> <li>20 business days prior to your departure date for Funded domestic travel for Undergraduate Non-Research</li> <li>25 business days prior to your departure date for Funded domestic travel for Graduate</li> </ul>	30 business days prior to your departure date for Non-funded international travel for Undergraduate and Graduate	<ul style="list-style-type: none"> <li>30 business days prior to your departure date for Graduate Research/Non-Research International Travel</li> <li>30 business days prior to your departure date for Undergraduate Research International Travel</li> <li>30 business days prior to your departure date for Undergraduate Non-Research International Travel</li> </ul>

### 2. If traveling internationally, apply for international insurance

- You will need proof of this purchase when notifying the University of your travel plans
- Apply for international Insurance at <http://www.fau.edu/studenttravel/international/>

### 3. Apply to notify the University of your travel plans and apply for a Student Travel Award

All student travelers are required to notify the University of their travel plans. Student travelers may also apply to receive a Student Travel Award, sponsored by Student Government, to aid in travel costs. These processes are done via Owl Central using one Owl Central form and the following documents are required:

#### A. To notify the University of your travel plans, the following will be required:

- If traveling Internationally, proof of international insurance
- Student Travel Code of Conduct and Release of Liability forms
  - [Download the Individual Form](#)
  - [Download the Group Form](#)
- Proof of Conference or Event
- A list of group members traveling with each traveler's name, z number, email, phone number, address, primary campus location (if applicable) **Using the following form only:** [List of Travelers Form](#)
- A Letter of support from RSO Advisor or Faculty Advisor (1 per group)

*If you are not seeking a Student Travel Award from Student Government, the above, steps are all that are required, else continue to B below:*

#### B. To apply for a Student Travel Award, the following will be required:

- [Complete Employee Delegations](#) - If you work or have worked at FAU, to apply for a Student Travel Award, you must delegate Spend Authorization and Expense Report business processes to ASAB staff via Workday.
- **Each traveler** must read the Student Travel Procedures.
- **Each traveler** must complete Student Travel Training, once a year, when applying for Student Travel Awards.
- Gather the following:
  - A [Travel Checklist](#) (1 per trip)
    - A Letter of Justification for travel, explaining why you are traveling (1 per group)
    - Confirmation of presenting or competing (if applicable) **(NOTE: If you do not have confirmation prior to the due date of your Student Travel application you must still apply on or before your due date.)**
    - A one-page abstract on your presentation or provide the events description of your competition.
    - Proof (screenshots) of Estimated Cost (i.e. hotel, airfare, registration, rental car, shuttle/taxi, gas, for mileage reimbursement, map showing mileage if driving own vehicle etc.).
  - **Rental Cars:** The State of Florida has entered into an agreement with Enterprise/National to use only their rental cars, unless a lower net rate can be secured from another company. Written justification, including cost comparisons, must be provided if a different company is used. Enterprise/National is a designated University vendor who will provide discounts when signing up for Emerald Club. A written justification is required when renting a vehicle other than a compact car.

Students are required to pay for gas out of pocket and should follow instructions about returning the car with the appropriate levels of gasoline. Gas receipts must be itemized and show how many gallons were purchased.

- **Mileage Reimbursement for Personal Cars:** Students who plan to drive their own cars to attend a conference/event may be reimbursed for mileage at the Florida Statutory Rate of .445 cents per mile and tolls. All travel must be by the most direct and economical route available. A map showing point of origin to destination must be provided. Gas expenses are not reimbursable for students who plan to drive their own vehicles.
- **Hotel/Lodging Accommodations:** Make sure the establishment puts your name on the room. Make sure the hotel can provide an itemized receipt upon checkout; verify this with online agents such as Orbitz and Air B and B. A copy of the credit card charge slip is not acceptable. Only the cost of the room (including tax) per night will be reimbursed. Personal calls, meals or any other charges included in the hotel bill are not reimbursable.
- **Acceptable Documentation for reimbursement:** Make sure every travelers name is on all accommodations and receipts before you leave the establishments. Student Travel Awards are reimbursements to individuals Each individual must show receipts in their name.

***NOTE:** Once you submit your notification to travel and Student Travel Award application, you will receive separate notifications for each. Notifications regarding the decision for your travel plans and separate correspondences regarding your Student Travel Award. Student Travel Awards are contingent upon your approved travel plans.*

#### **4. Apply for a Student Travel Reimbursement**

After traveling, each traveler that received a Student Travel Award, should complete a request for travel reimbursement via Owl Central within ten (10) business days of completion of travel. The following will be required:

- [A Travel Expense Justification Form](#)
- Proof of conference attendance by way of a name badge or letter from your advisor certifying your attendance
- Conference agenda or program

The following documentation is required as applicable (A student can only seek reimbursement for expenses authorized by the Student Travel committee on their Student Travel Award Letter):

- Paid registration receipts showing you as the registrant
- Paid airline tickets showing your itinerary, a breakdown of the charges and you as traveler
- Car rental receipts with your name as the driver
- Gas receipts if you used a rental car
- Tolls receipts if you used a rental car or your own vehicle.
- Map showing point of origin to destination must be provided if requesting to be reimbursed for mileage
- Itemized hotel receipts showing you as the guest

- Ground transportation receipts showing you as the traveler

## VI) STUDENT TRAVEL AWARDS FUNDING GUIDELINES

Travel funding from the Student Travel Committee will be awarded as follows:

<b>MAXIMUM STUDENT TRAVEL AWARDS PER FISCAL YEAR: UNDERGRADUATE STUDENTS</b> A Students can apply multiple times to the Student Travel Committee until they exhaust their maximum fiscal year limit.			
	IN STATE	OUT OF STATE	MAXIMUM PER FISCAL YEAR
Attending a Conference/Event	Up to \$200 per trip	Up to \$200 per trip	Up to \$600
Presenting/Competing at a Conference/Event	Up to \$300 per trip	Up to \$600 per trip	Up to \$600

<b>MAXIMUM STUDENT TRAVEL AWARDS PER FISCAL YEAR: GRADUATE STUDENTS</b> Students can apply multiple times to the Student Travel Committee until they exhaust their maximum fiscal year limit, however, applicants cannot submit multiple applications, for multiple trips, for processing at once.			
	IN STATE	OUT OF STATE	MAXIMUM PER FISCAL YEAR
Attending a Conference/Event	Up to \$200 per trip	Up to \$275 per trip	Up to \$800
Presenting/Competing at a Conference/Event	Up to \$400 per trip	Up to \$800 per trip	Up to \$800

## VII) STUDENT TRAVEL COMMITTEES

A. There will be three Student Travel Funding Committees designated as the approving bodies for travel at FAU. They are the Undergraduate University-Wide Student Travel Committee, the Graduate and Professional Student Association Travel Committee, and the Undergraduate Research Travel Committee:

1. Undergraduate student travel will be approved by the Undergraduate University-Wide Student Travel Committee (UUSTC). The UUSTC will allocate money from the University- wide Travel Fund. The Vice President for Student Affairs or designee shall approve the members of this committee. To serve on the UUSTC, a student meet the minimum student leader qualifications as stated in University Regulation 4.006.The



UUSTC shall be comprised of 4 voting student members and 1 non-voting member of the University administration as outlined below:

- a) University Wide Chief Financial Officer, as chairperson
    - i. If there is a vacancy, SG Vice President will assume responsibility
  - b) Campus Treasurers, if vacant, Campus Governors will assume responsibility
  - c) Director of Student Activities & Involvement or designee – non-voting and will assist the chair with administration of the applications
2. Graduate student travel will be approved by the Graduate and Professional Student Association Travel Committee (GPSATC). To serve on the committee a student must meet the minimum student leader qualifications as stated in University Regulation 4.006. The GPSATC shall be comprised of 3 voting members. Two students are college representatives (volunteer positions) appointed by the GPSA Advisory Board and the GPSA Program Coordinator which serves as the committee chair.
3. The Undergraduate Research Travel Committee (URTC) will approve undergraduate research travel. To serve on the committee a student must meet the minimum student leader qualifications as stated in University Regulation 4.006. The URTC shall be comprised of 4 voting members with 1 member serving as the chair. The members of the committee are appointed by the Associate Vice President/Dean of Student's Office.
- B. Prior to the end of each academic year, the chair of each committee will meet to review the Student Travel Procedures in order to review the processes and ensure it is working effectively. This meeting will be coordinated by the Director of Student Activities & Involvement.
- C. In the case there is ever a time when membership of the committees is not active, such as finals, summer, winter break, etc., (or representatives have not been appointed), the Dean of Students or designee will be responsible for approving requests that are properly submitted.

## **VIII) Student Travel Appeals**

The appeals process is designed to assist students that have serious extenuating circumstances and are seeking relief from the travel committee regarding their decision. Appeals must be initiated no later than 30 business days after the denial notification is sent from the travel committee. Late appeals will not be reviewed. A student may submit an appeal based only on the grounds listed below. Documentation supporting your appeal is required. You may be eligible for an appeal if:

- 1. You met the minimum eligibility qualifications at the time you submitted your application.
- 2. In processing your application, there was an error at no fault of yours. Please note that an error made by you (the student) does not constitute grounds for appeal.
- 3. You have a medical, extended physical/mental illness or debilitating injury/accident.
- 4. Unforeseen military orders.
- 5. Death to an immediate family member. An **immediate family member** is defined as a parent; sibling; child by blood, adoption, or marriage; spouse; grandparent or grandchild.

Visit "[Student Travel](#)" to access the Appeal form.

Note: A change in employment (or work schedule) does not constitute an "extenuating circumstance".

Gather all supporting documentation to upload with your appeal. Appeals submitted without supporting documentation will be denied and cannot be resubmitted.

Documentation may include, but is not limited to:

1. Official notification from registrar's office showing you met the minimum eligibility requirements to travel.
2. Proof that there was an error in processing your application at no fault of your own.
3. Medical documentation with signature from medical staff.
4. Documentation of unforeseen military deployment.
5. Death Certificate, Obituary, or Funeral Program of immediate family member. Must be able to demonstrate that the family member is "immediate".

Decisions made by the Student Travel Committee for travel awards can only be appealed to the Appeal Committee. The Appeal Committee decision is final and cannot be resubmitted. Only one appeal can be submitted per travel application.

## **IX) PROCEDURES FOR SPORTS CLUB TRAVEL**

Please follow the steps below to apply for sport club travel award:

1. All required documents must be submitted for approval to the Competitive Sports Office, at least 14 days prior to the departure date.
2. A club officer must submit a Travel Request Form, prior to each requested travel competition/event
3. Each traveler must read the Student Travel Policy. Download the Student Travel Procedures
4. Gather the following information:
  - Each member must have a Sport Club Participation Waiver on file with the Competitive Sports Office in order to travel
    - Each member should only complete once (valid for 1 – full academic year)
  - Proof of Competition or Event
  - A travel roster with each traveler's name, email, phone number, and z-number
  - If traveling internationally, students are required to register with the Education Abroad office and to purchase the university-approved international health and travel insurance for the duration of official programming or activities.

### Funded Travel

If requesting funding via the Competitive Sports Office, you will need to provide the following additional documentation below (Note: Sports Club Council funded travel request(s) that are approved, are subject to funds available):

- Proof of estimated trip cost:
  - Airfare
  - Rental Car/Van
  - Round Trip mapped Mileage if driving own car
  - Hotel
  - Incidentals: Gas, Parking, Tolls, Misc., etc.,
  - Registration

#### Pre-Travel

- If you are requesting reimbursement for any portion of your club's travel, all members seeking reimbursement must be in workday as an Employee or Contingent Worker
- Must setup a pro staff member as their Delegate

#### Post-Travel

- Upon return, the Risk Management Officer must notify the Competitive Sports Office of any injuries or incidents that occurred.
- If travel reimbursement was approved, clubs must turn in receipts for all reimbursable expenses within 5 business days of the trip return date. These receipts may include:
  1. Enterprise/National rental receipt (received when vehicle is returned)
  2. Detailed Hotel receipt with zero balance (received at check-out)
  3. Registration receipt
  4. Gas or Parking receipt(s) (pre-paid receipts are not allowed)
- All receipts should be handed in together and must contain the name of the person who made the payment (must be the person who is setup for reimbursement via workday with the Competitive Sports Office)
  1. For hotel registration receipts, please ensure that the company/organization indicates the guest name.
  2. For Gas and other receipts, officers may have to write in the name of the person who made the payment (should match the person whose name is on the spend authorization)

#### Non-Funded Travel

If you are not requesting funding via the Competitive Sports Office, you will only need to provide the travel information listed at the beginning of the Sport Club Travel page.

### **X) COMPLIANCE**

- A. Violations of these procedures will subject the student and/or student organization to University sanctions through the University Regulation 4.007: Student Code of Conduct by the Dean of Students Office and University Regulation 4.006: Student Government and Student Organizations by the Director of Student Activities & Involvement or the Director of Fraternity & Sorority Life as appropriate.
- 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 Dean of Students Office to take appropriate action at [fau.edu/report](http://fau.edu/report).
- C. Failure to comply by the Student Travel Procedures may result in the following:
  1. Referral to the Dean of Students Office.
  2. Charges placed on the Student's Account corresponding to any fees not authorized by University.
  3. Freezing of a Registered Student Organization account.

Removal of these holds will occur after the appropriate travel documents are complete and travelers have abided by the above listed policies and procedures.

**Revised June 2020**