

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, Purchase Guidelines & Manual](#), [Student Organization Manual](#), [Sport Club Manual](#) and [Student Government Constitution and Statutes](#).

- A. Activity and Service Fees: The term "Activity and Service Fees" (A&S Fees) refers to the fee established by the Florida Atlantic University 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. Recognized Sports Clubs: Any Sport Club recognized by the Sport Club Council.
- E. 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, or Foundation account.
- F. Student: The term "student" refers to any person taking courses at Florida Atlantic 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 Florida Atlantic are considered "students". Student Status will be verified by the academic degree program in which the student is enrolled.
- G. 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.

- H. 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.
- I. 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, self-paid, third party paid). All student travel is governed by these procedures.
- J. 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.
- K. Sport Club Travel: The term “Sport Club Travel” refers to all travel of clubs recognized by the Sport Club Council regardless of the request for funding and/or funding source (i.e., Activity and Service Fees, Revenue Funds, Foundation Accounts, Departmental Funds). All Sport Club travel is governed by these procedures and are subject to an internal audit.

III. GENERAL GUIDELINES

- A. All parts of these procedures must be in compliance with the Florida Atlantic 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, Sport Clubs, or Florida Atlantic 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 travel application and supporting documentation in advance of their travel via Owl Central by the deadlines specified in Section IV (1) or Section VIII for Sport Club requirements.

- 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 IV(1) or Section VIII for Sport Club requirements.
- 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. See Section VIII for Sport Club requirements.
- 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. Excluding Sport Club Travel, 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 and appointed 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 Florida Atlantic 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. Student travel for entertainment purposes such as concerts, sporting events, amusement parks etc. is not covered under student travel procedures and the travel would not be eligible for reimbursement.
- M. Students traveling for university-related entertainment purposes, including sporting events, are not eligible for Student Travel Awards; however, they may seek funding through the Florida Atlantic University Student Government Legislative branch.
- N. 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.
- O. 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.
- P. 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 of their actual travel dates.
- Q. Each traveler in a group must save 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.

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 or their designee; in addition, international travel to high-risk countries, as defined by the Bureau of Consular Affairs, must also be approved by the Global Travel Safety and Security Committee. This process applies to all persons engaging in University-sponsored or supported travel abroad or travelling abroad while in possession of University Assets guides by the [Global Travel Safety and Security Policy 1.19](#).

- 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.
- C. **If traveling internationally each traveler will be required to:**
1. Self-enroll to Cultural Insurance Services
International welcome.culturalinsurance.com/college/fau-students/
 2. Complete a Global Travel Liability Waiver regardless of the risk level of the international destination (applicants will be informed if they are to complete Levels 3 and 4) o Travel Liability Waiver Levels 1 and 2 o Travel Liability Waiver Levels 3 and 4
 3. Complete an International Travel Request Form : <https://www.fau.edu/global-travel/travel-policy/employee/travel-waiver-level-1-and-2-for-year-2025.html> Steps 1 and 2 will be required to complete this form.
 4. Enroll in the United States Department of State (USDOS) STEP program:
<https://mytravel.state.gov/s/step> and submit proof of enrollment.
 5. Applicants will submit the required information from this section via the Student Travel Application.

IV. PROCEDURES FOR APPLYING TO NOTIFY THE UNIVERSITY OF YOUR TRAVEL AND/OR APPLY FOR STUDENT TRAVEL AWARDS

Before you apply: Please note that when you apply for your reimbursement in Step 3, the University may submit your reimbursement as a credit to your student account, a direct deposit, or as a check. In addition, your reimbursement may be taxable and if you are an international student, you may be required to complete additional paperwork. Your reward amount may be reduced by any obligation due to the University. If you have any questions regarding payment distribution, please contact the Florida Atlantic Controller's Office at webcontroller@fau.edu.

Below are the steps you must take to notify the University of your travel plans or apply for a Student Travel Award (For Sport Club Travel refer to section VIII):

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:

Domestic		International	
Notification Only	Requesting SG Travel Awarded	Notification Only	Requesting SG Travel Awarded
<ul style="list-style-type: none">• 10 business days prior to your departure date for Nonfunded domestic travel for Undergraduate and Graduate <p>(Any applications submitted less than 10 business days may be reviewed on a case by case basis for consideration)</p>	<ul style="list-style-type: none">• 15 business days prior to your departure date for funded domestic travel for Undergraduate Research• 20 business days prior to your departure date for Funded domestic travel for Undergraduate Non-Research• 25 business days prior to your departure date for Funded domestic travel for Graduate	<ul style="list-style-type: none">• 30 business days prior to your departure date for Nonfunded international travel for Undergraduate and Graduate	<ul style="list-style-type: none">• 30 business days prior to your departure date for Graduate Research/Non-Research International Travel• 30 business days prior to your departure date for Undergraduate Research International Travel• 30 business days prior to your departure date for Undergraduate Non-Research International Travel

2. 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:

- 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 signed letter of support MUST be submitted from the RSO Advisor or Faculty Advisor (1 per group). The signature CANNOT be typed.
- A letter of justification for travel, explaining why you are traveling. (1 per group)
- If traveling internationally, please read the *International Travel* section in this document for required documentation to be submitted along with your application.

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

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

- The information from part A in this section.
- 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:
 - [Travel Checklist](#) (1 per trip) (the signature on the form must be signed, not typed, by the student submitting)
 - 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:** Students are required to pay for gas out of pocket. 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 establishment can provide an itemized receipt upon checkout; verify this with online travel company websites. 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. No third party receipts will be accepted. All lodging reservations must be booked directly with the hotel.
- For Air BnB, a justification letter must be provided
- **Acceptable Documentation for reimbursement:** Make sure every traveler's 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.*

3. 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. No screenshot of receipts will be accepted. The following will be required:

- [A Travel Expense Justification Form](#) (the signature on the form must be signed, not typed, by the student submitting this 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

V. STUDENT TRAVEL AWARDS FUNDING GUIDELINES

The term year refers to the time period, July 1st of one year to June 30th of the subsequent year. Travel funding from the Student Travel Committee will be awarded as follows:

MAXIMUM STUDENT TRAVEL AWARDS PER FISCAL YEAR: UNDERGRADUATE STUDENTS			
A Student 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

MAXIMUM STUDENT TRAVEL AWARDS PER FISCAL YEAR: GRADUATE STUDENTS			
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, or 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

VI. STUDENT TRAVEL COMMITTEES

- A. There will be three Student Travel Funding Committees designated as the approving bodies for travel at Florida Atlantic. They are the Undergraduate University-Wide Student Travel Committee, the Graduate and Professional Student Association Travel Committee (UUSTC), and the Undergraduate Research Travel Committee:
 - a. 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. To serve on the UUSTC, a student meets 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:

- i. University Wide Chief Financial Officer, as chairperson
 - 1. If there is a vacancy, SG Vice President will assume responsibility
 - ii. Campus Treasurers, if vacant, Campus Governors will assume responsibility
 - iii. Director of Student Activities & Involvement or designee – non-voting and will assist the chair with administration of the applications
 - b. Graduate student travel will be approved by the Graduate and Professional Student Association. The GPSA voting membership shall be comprised of 3 voting members
 - i. GPSA Associate Director
 - ii. (1) of the (2) GPSA Assistant Directors
 - iii. GPSA Program Coordinator
 - c. 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 3 voting members with 1 member serving as the chair.
- 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.

VII. STUDENT TRAVEL APPEAL

The appeals process is designed to assist students that have serious extenuating circumstances and are seeking relief from the travel committee regarding their decision or denials during the application process. 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.
6. Other reasons not described above.

Visit www.fau.edu/studenttravel 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:

- a. Official notification from registrar’s office showing you met the minimum eligibility requirements to travel.
- b. Proof that there was an error in processing your application at no fault of your own.
- c. Medical documentation with signature from medical staff.
- d. Documentation of unforeseen military deployment.
- e. Death Certificate, Obituary, or Funeral Program of immediate family member. Must be able to demonstrate that the family member is “immediate”.
- f. A written justification explaining your reason for appeal, must be provided if you are appealing based on “Other reasons not described”.

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.

VIII. PROCEDURES FOR SPORT CLUB TRAVEL

Sport Club Travel Procedures are mandatory for all travel by Recognized Sport Clubs

1. Definitions:

- a. Recognized Sports Clubs (RSC): Any Sport Club recognized by the Sport Club Council.
- b. Registered Sport Club Funding: The term “Registered Sport Club Funding” refers to all funds at the disposal of a Registered Sport Club. This includes but is not limited to: allocated funds from the Sport Club Council, Agency Accounts, University Foundation Accounts, and outside bank accounts. Allocated Funds: Funding provided to the Sport Club Council through the A&S Fee.

- c. Sport Programming Travel: Practices, competitions, demonstrations, clinics, workshops, & seminars are all considered sport programming.
- d. Non-sport Programming Travel: Any activity not defined as Sport Programming to include community service, socials, and fundraisers.

2. Guidelines:

- a. Undergraduate students and graduate students are eligible to travel with Recognized Sport Clubs if they are enrolled at Florida Atlantic University and meet standards found in the Sport Club Manual.
- b. 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 for upcoming fall are eligible to travel. An exception may be granted for students graduating during the semester of travel, proof of approved graduating status is required.
- c. Recognized Sport Clubs are not permitted to travel outside of the United States and its five territories.
- d. Recognized Sport Clubs must notify the Campus Recreation Sport Programs Administrative Staff of any injuries or incidents that occurred while traveling as defined in the [Sport Club Handbook](#).

3. Sport Club Travel Beyond 25 Miles (Driving Distance) of the Boca Campus

- a. Registered Sport Clubs must submit a Sport Club Travel Request Form through Owl Central 3-Business Days (inclusive of submission day) prior to the Day of Travel.
- b. The following documentation must accompany the Sport Club Travel Request Form:
 - i. Proof of Event
 - ii. A travel roster with each traveler's name, Florida Atlantic email, phone number, and z-number
 - iii. All relevant travel information must be attached to include but not limited to:
 - a. Location of where the Sport Club is staying
 - b. Proof of Event
 - c. Mode of Transportation

c. Each traveler must:

- i. Acknowledge receipt of and read Student Travel Policy.
- ii. Have completed Sport Club Travel Training.
- iii. Have a Sport Club Participation Waiver on file with Campus Recreation.

4. Off-Campus Travel 25.0 Miles or Less (driving distance) of the Boca Campus

- a. Event Request through the Sport Club Council's Owl Central page must be submitted at least 3-business days (inclusive of day of submission) in advance of the event.
- b. All club members that are participating in the off-campus event are expected to RSVP in advance to the approved Event Request via Owl Central.
 - i. This will serve as the official travel roster for the event.
 - ii. Attendance for the event should be submitted via Owl Central within 3 business days following the event.

5. Sport Club Travel Appeal Process

- a. The appeals process is designed to assist RSC that have serious extenuating circumstances and are seeking relief from Denied Travel.
- b. Sport Club Travel Appeals must be initiated no later than 3 than business days after the Sport Club Travel is denied. Late Appeals will not be reviewed. An RSC may submit an appeal based only on the grounds listed below. You may be eligible for an appeal if:
 - i. RSC met Minimum eligibility qualifications at the time of submission.
 - ii. In processing the application, there was an error at no fault of the RSC. Please note that an error made by the RSC does not constitute grounds for appeals.
 - iii. The submitter has a medical, extended physical/mental illness or debilitating injury/accident.
 - iv. Unforeseen military orders for the submitter.
 - v. 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.
 - vi. Other reasons not described above.

Sport Club Travel Appeal Form can be found on the Sport Club Council, Owl Central. All supporting documentation must be uploaded with the appeal. Appeals submitted without

supporting documentation will be denied and cannot be resubmitted. Documentation may include, but not limited to:

- i. Official Notification from Campus Recreation showing that the RSC has met the minimum eligibility requirements to travel.
 - ii. Proof that there was an error in processing your application at no fault of the RSC.
 - iii. Medical documentation with signature from medical staff.
 - iv. Documentation of unforeseen military deployment.
 - v. Death Certificate, Obituary, or Funeral Program of immediate family member. Must be able to demonstrate that the family member is “immediate”.
 - vi. A written justification explaining your reason for appeal, must be provided if you are appealing based on “Other reasons not described”.
- c. Decisions by the Sport Club Travel Appeals Committee are final and cannot be resubmitted. Only one appeal can be submitted per travel application.

6. The Use of Allocated Funds for Sport Club Travel with Departmental P-Card

a. Pre-Trip Requirements

- i. Professional staff cannot submit Purchase Requests on behalf of Sport Club Council or it's Recognized Sport Clubs
- ii. Purchase Requests related to Sport Club Travel must be submitted by an officer of the RSC that is traveling.
- iii. Allocated funds cannot be used for hotels, transportation, gas reimbursements or tolls for travel associated with Non-Sport Programming.
- iv. A purchase request must be submitted 7 business days prior to departure; purchase requests for Sport Club travel not submitted by this time will not be accepted without an approved appeal and/or non-routine form. The purchase request must contain the following:
 - a. Approved Sport Club Travel
 - b. Approved appeal and non-routine justification, where applicable
 - c. Proof of competition or event
 - d. A travel roster with each traveler's name, email, phone number, and z-number
 - e. For expenses the team wants funded, attach the following to the purchase request such as:
 - i Estimated proof of hotel cost
 - ii Proof of registration cost
 - iii Proof of estimated airfare cost
 - iv Proof of estimated ground transportation

b. Post-Trip Requirements

- i. Upon returning to campus, Recognized Sport Clubs must provide the following within 5 Business Days to Campus Recreation:
- ii. Proof of Attendance
- iii. Final receipts for all purchases made with Campus Recreation P-Cards.

IV. 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 designee.
- 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.
- C. Failure to comply by the Student Travel Procedures may result in the following:
 - a. Referral to the Dean of Students Office.
 - b. Charges placed on the Student's Account corresponding to any fees not authorized by university.
 - c. Freezing of a Registered Student Organization account.
- D. Removal of these holds will occur after the appropriate travel documents are complete and travelers have abided by the above-listed policies and procedures.

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