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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, 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".
- F. Student Government (SG) Programs: The term "SG Programs" refers to designated, funded agencies of Student Government that include: Program Board, Multicultural Programming, Homecoming, Students Advocating Volunteer Involvement (SAVI), Council of Student Organizations (COSO), Night Owls, Peer Education Team (PET), Graduate and Professional Student Association (GPSA), University Press, Owl TV and Owl Radio.

- G. 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.
- H. Spend Authorization (SA): The term “SA” refers to the electronic request that allows travel and travel reimbursements through the University Travel Policy.
- I. Group: For the purpose of student travel, a group is defined as 2-15 individuals. Once two or more individuals are traveling to the same event, the travel is considered group travel. For the application process, all travel requests cannot exceed more than 15 students per application. A group with more than 15 students will require separate requests via Owl Central.
*Group Notification to Travel requests can have more than 15 students per request.

III. GENERAL GUIDELINES

All parts of these procedures must be in compliance with the FAU Controller’s Manual, specifically the Travel Policy at: <http://www.fau.edu/controller/travel/pdfs/PolicyUpdates.pdf>. The University Travel Policy supersedes the Student Travel Procedures if there are any conflicts in policy.

- A. 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 to the Student Travel Committee and approved by the Vice President for Student Affairs or designee. Events that are required for an academic program from which the student will receive credit are not eligible for travel reimbursement from the student travel committees. The application process is explained in detail under Procedures for Travel within these procedures.
 - 1. If a group or individual is requesting funding for travel, they must complete and submit their completed travel application and supporting documentation at least 20 business days in advance of their travel via Owl Central. Visit [Student Travel](#) to apply.
 - 2. Requests to travel that do not require a need or request for Student Travel funding must be submitted at least 10 business days in advance of travel using the Notification to Travel application form via Owl Central. Visit [Student Travel](#) to access the Notification to Travel form.
- B. Only full-time students are eligible to seek funding for travel. Full-time status is considered twelve (12) credit hours for undergraduate students and nine (9) credit hours for graduate students. Students who are not officially enrolled for the summer term at the time of travel, but who were enrolled full time for previous spring and are enrolled full time for upcoming fall are eligible to seek funding for travel. An exception may be granted for students graduating during the semester of travel, proof of approved graduating status is required.
- C. At time of application, any student traveling must have a minimum 2.5 cumulative GPA as an undergraduate student and a minimum 3.0 cumulative GPA as a graduate student. The student must also be in good academic and disciplinary standing.
- D. If a student withdraws from the University during the semester they travel and has received travel funding, the student will be billed for the travel expenses to their FAU account.

- E. Funding allocated to Registered Student Organizations by the Council of Student Organizations (COSO) is not available to be used for travel, including day travel.
- F. 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 A. 2. above and be in accordance with the University Travel Policy.
- G. Students not involved in 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.
- H. 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. If an International Travel request is in a country that is on the U.S. Department of State's Travel Warnings List, then the request must be reviewed and approved by FAU's Study Abroad Safety and Security Committee and the Provost's Office. The student traveler should read and understand the Office of International Programs, Study Abroad and International Travel Guidelines available online at http://fau.edu/goabroad/Safety_and_Security_Policies_for_International_Study_and_Travel.php. The student traveler must submit the necessary documents as described in these guidelines, as part of the Travel Request form/Notification to Travel form.
- I. 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. 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. Food and beverages shall not be reimbursable. Student Government elected officials must receive approval from the 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 to 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 ASAB Office within 10 business days.
- K. A student may submit an appeal if a travel request or travel reimbursement was not approved, if the person proves they met the minimum credits and/or GPA requirement at the time of the application or if the person can provide proof that there was an error in the processing of the application. A Student Travel appeal can be submitted via Owl Central [here](#).

IV. FUNDING GUIDELINES FOR TRAVEL

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

| MAXIMUM TRAVEL FUNDING AWARDED PER FISCAL YEAR: UNDERGRADUATE 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 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 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 per trip | Up to \$200 per trip | Up to \$800 |
| Presenting/Competing at a Conference/Event | Up to \$400 per trip | Up to \$800 per trip | Up to \$800 |

- A. 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 Funds and/or Departmental Funds are exempt from these funding limits.
- B. Students who request travel that is located 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. 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 Activity & Service Accounting and Budget (ASAB) Office of their actual travel dates.

V. STUDENT TRAVEL COMMITTEE

- 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 must

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, the Student Body President will serve as chairperson
 - 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 Administrative 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.

VI. PROCEDURES FOR TRAVEL

Any requests to travel not submitted at least 20 business days in advance of travel will not be considered and travel will not be approved by the Student Travel Committees.

If you are traveling but are not requesting a travel award, you need to notify the ASAB office of your travel at least 10 business days prior to your trip using the Notification to travel form via Owl Central. Visit the [Student Travel](#) page for more information.

If you are traveling and would like to request a travel award you must complete the following:

1. Each traveler must have or apply for ACH Direct Deposit.
2. Each traveler must read the Student Travel Procedures.
3. Each travel request must include the following:

- A. Student Travel Code of Conduct & Release of Liability (1 per group). [Click here](#) to download

- B. Proof of Conference or Event
 - C. A Letter of Justification for travel (**1 per group**)
 - D. A Letter of support from RSO Advisor or Faculty Advisor (**1 per group**)
 - E. A list of group members traveling with each traveler's name, z number, email, phone number, address, primary campus location (**if applicable**)
 - F. Confirmation of Presenting or Competing (**if applicable**)
 - G. Proof of Estimated Cost (i.e. hotel, airfare, registration, rental car, shuttle/taxi, gas, etc.)
 - H. Mapped mileage per the University's Travel Policy, showing point of origin to destination if you plan on using your own vehicle.
4. The request for travel must be submitted online via Owl Central, [click here](#) to apply.
 5. Ten business days upon the return from your trip **each individual traveler** must apply for reimbursement via Owl Central, [click here](#) to apply.
 6. **Group Travel:** At least 1 person from the group must meet or set up a phone conference with the ASAB office prior to submitting a travel application request.

VII. TRAVEL ARRANGEMENTS

When a student group or individual student is making travel arrangements, use the following instructions:

- A. Airline tickets: Must show you as the traveler and should coincide with the dates of the conference/event that you are attending.
- B. Vehicle rentals: 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, [click here](#) for more information. 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. If planning to drive to a destination, it is recommended to rent a vehicle to better insure the safety of travelers.
- C. Incidentals: 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. 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.
- D. Hotel reservations: Receipt must be itemized and show you as a patron and should coincide with the dates of the conference/event that you are attending. 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.
- E. Reserving airline, hotel and rental car package deals through travel discount websites may not be reimbursable if you are not able to provide itemized receipts.
- F. Registration: Must show you as the registrant and should coincide with the dates of the conference/event that you are attending.
- G. 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.

- H. Travelers will not be reimbursed for travel paid for by another department or travel that has already been reimbursed to someone else.

VIII. STEPS FOR REIMBURSEMENT

- A. After traveling, **each student** seeking reimbursement should complete a request for travel reimbursement via Owl Central within ten (10) business days of completion of travel, [click here](#) to submit your reimbursement request.
- B. Request for Reimbursement must include the following:
1. Travel Expense Justification Form, [click here](#) to download
 2. Award Letter
 3. Proof of Conference attendance – Name badge AND Conference Agenda or Program

The following documentation is required as applicable:

- Paid registration receipts showing you as the registrant
 - Paid airline tickets showing your itinerary and you as traveler
 - Boarding passes if you are requesting airline ticket reimbursement
 - 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 if you used your own vehicle
 - Itemized Hotel receipts showing you as the guest
 - Taxi/Train/Bus receipts showing you as the traveler
- C. If proper reimbursement paperwork is not turned in within the ten (10) business day timeframe via Owl Central, travel expenses will not be reimbursed.
- D. A student can only seek reimbursement for expenses authorized by the Student Travel committee.

IX. 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.
- 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.