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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 two (2) or more individuals. Once two or more individuals are traveling to the same event, the travel is considered group travel.
- J. 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**

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 compliments 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 in advance of their travel via Owl Central. Visit [Student Travel](#) to apply. Below are the timelines to submit travel applications:

Domestic		International	
NON-FUNDED	FUNDED	NON-FUNDED	FUNDED
10 business days for Non-funded domestic travel for Undergraduate and Graduate	<ul style="list-style-type: none"> <li>• 15 business days for funded domestic travel for Undergraduate Research</li> <li>• 20 business days for Funded domestic travel for Undergraduate Non-Research</li> <li>• 25 business days for Funded domestic travel for Graduate</li> </ul>	30 business days for Non-funded international travel for Undergraduate and Graduate	<ul style="list-style-type: none"> <li>• 30 business days for Graduate Research/Non-Research International Travel</li> <li>• 30 business days for Undergraduate Research International Travel</li> <li>• 30 business days for Undergraduate Non-Research International Travel</li> </ul>

2. Requests to travel that do not require a need or request for Student Travel funding must be submitted 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. Undergraduate students enrolled a minimum of half-time are eligible to seek funding for travel. 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 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 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.

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. The process begins with the Notification of Travel form.

After receiving approval for the Notification of Travel, you will be contacted by Education Abroad to complete the registration process and to purchase the University-approved [international health and travel insurance](#). Contact [Marta Guevara](#) for assistance with this process.

- H. 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. Student Government elected officials are eligible for per diem in accordance with University Travel policies. 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.
- I. 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, individual student attendees for the trip and the accompanying paperwork must be submitted to Dean of Students and Director of Student Activities before departure.

- J. 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 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. The Travel Office committed an error in processing your request for funding. Please note that an error made by you (the student) does not constitute grounds for appeal.
3. 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 the Travel Office committed an error.
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.

- K. Student travelers must submit their own travel applications. Professional staff cannot submit travel on behalf of student travelers.

#### IV) FUNDING GUIDELINES FOR TRAVEL

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

<b>MAXIMUM TRAVEL FUNDING AWARDED PER FISCAL YEAR: UNDERGRADUATE STUDENTS</b> 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

<b>MAXIMUM TRAVEL FUNDING AWARDED PER FISCAL YEAR: GRADUATE STUDENTS</b> Students can apply multiple times to the Student Travel Committee until they exhaust the maximum.			
	IN STATE	OUT OF STATE/INTERNATIONAL	MAXIMUM PER FISCAL YEAR
Attending or Secondary Author Presenting at a Conference/Event	Up to \$200 per trip	Up to \$200 per trip	Up to \$800
Primary Author 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 Dean of Student and Director of Student Activities and Involvement at [studenttravel@fau.edu](mailto:studenttravel@fau.edu) 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, Campus Governors 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.

## **VI) PROCEDURES FOR STUDENT TRAVEL**

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) must complete the Notification to Travel form.

All student travel must adhere to the following timelines for domestic funded/non-funded travel.

10 business days for Non-funded domestic travel for Undergraduate and Graduate

20 business days for Funded domestic travel for Undergraduate

25 business days for Funded domestic travel for Graduate

In addition to the timelines set forth for domestic travel, International Funded/Non-Funded travel have additional timelines that must be followed.

30 business days for Graduate Research/Non-Research International Travel

30 business days for Undergraduate Research International Travel

30 business days for Undergraduate Non-Research International Travel

Any requests to travel not submitted by the for mentioned deadlines will not be considered and travel will not be approved.

If you are traveling you must complete the following:

1. Each traveler must read the Student Travel Procedures.
2. Each travel request must include the following:
  - 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.
  - Student Travel Code of Conduct and Release of Liability (1 per group).
  - Proof of Conference or Event
  - A Letter of Justification for travel (1 per group)
  - A Letter of support from RSO Advisor or Faculty Advisor (1 per group)
  - A list of group members traveling with each traveler's name, z number, email, phone number, address, primary campus location (if applicable)

If you are requesting funding you will need to provide the following additional documentation below (NOTE: Funded travel request are subject to available funds):

3. Each traveler must complete online travel training
4. Gather the following information:
  - Confirmation of Presenting or Competing (if applicable)
  - Proof of Estimated Cost (i.e. hotel, airfare, registration, rental car, shuttle/taxi, gas, etc.)
  - Mapped mileage per the University's Travel Policy, showing point of origin to destination if you plan on using your own vehicle.
  - A one-page abstract on your presentation/performance.
  - Complete a travel Checklist (1 per trip)



The request for travel must be submitted online via Owl Central, visit [Student Travel](#) to apply.

It is the University's policy to have an approved travel Spend Authorization in Workday, the University's finance system, prior to departure.

**Ten business days** upon the return from your trip **each individual traveler** must apply for reimbursement via Owl Central, visit [Student Travel](#) to apply.

## **VII) 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

- Travelers that are employees, must setup a Campus Recreation professional staff member as their Delegate in Workday, to create Spend Authorizations and Expense Reports on their behalf.

### 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) showing the student as the guest
  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 and Registration receipts, please ensure that the company/organization indicates the student as guest
  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.

## **VIII) TRAVEL ARRANGEMENTS**

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

- 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. 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. A written justification is required when rental a vehicle other than a compact car.

- 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 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.
- 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.

## IX) STEPS FOR REIMBURSEMENT

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.

- A. Request for Reimbursement must include the following:
  - 1. Travel Expense Justification Form
  - 2. Award Letter
  - 3. Proof of Conference attendance – Name badge and Conference Agenda or Program , or confirmation email from advisor

The following documentation is required as applicable:

- 4. Paid registration receipts showing you as the registrant
- 5. Paid airline tickets showing your itinerary and the cost of your ticket
- 6. Boarding passes if you are requesting airline ticket reimbursement
- 7. Car rental receipts
- 8. Gas receipts if you used a rental car (cannot be prepaid receipts)
- 9. Tolls receipts if you used a rental car or your own vehicle
- 10. Map showing point of origin to destination must be provided if requesting to be reimbursed for mileage if you used your own vehicle
- 11. Itemized Hotel receipts showing you as a guest

12. Taxi/Train/Bus receipts
  13. For international Travel, proof of university approved international health and travel insurance purchase.
- B. If proper reimbursement paperwork is not turned in within the ten (10) business day timeframe via Owl Central, travel expenses will not be reimbursed.
  - C. A student can only seek reimbursement for expenses authorized by the Student Travel Committee

#### **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.
- 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 September 2019**