

## **Guidelines for Reimbursing Students for Travel and Non-Travel Related Expenses**

### **Travel Related Expenses**

Departments reimbursing a student(s) for travel related expenses must first determine whether or not the individual will travel as a student or as a volunteer employee. There are many factors to consider when determining the status of a traveling student. A student traveling to attend or participate in an academic program, or program related to their field of study, will in most cases travel as a student. A student traveling to participate in a program or event resulting in a substantial benefit to the University might be considered a volunteer employee. A student driving a state vehicle (includes a rental car secured through the state contract) must travel as a volunteer employee. Reimbursement of travel related expenses alone does not facilitate a need to make the student a volunteer employee. Please contact Risk Management for assistance in determining the status of a student traveler.

If a department, in consultation with Risk Management, has determined that the student receiving reimbursement will travel as a student, the department should:

- Submit an Activity Assessment form to Risk Management.
- Secure the student's signature on the release of liability waiver provided by Risk Management.
- Submit a completed Direct Pay Request form and supporting documentation to Accounts Payable after the trip has been completed.

If a department, in consultation with Risk Management, has determined the student seeking reimbursement will travel as a volunteer employee, the department must:

- Submit a completed a Volunteer Employee Form to Human Resources Service Center, zip 010.
- Submit a completed Travel Request form to Accounts Payable prior to the student's departure.
- Ensure the student has taken the campus defensive driver training course (if driving) prior to departure.
- Submit a completed Travel Expense Claim form and supporting documentation to Accounts Payable for reimbursement.

### **Non-Travel Related Expenses**

Departments authorized to pay for non-travel related expenses (i.e. materials for class project, etc.) for a specific program or field of study should pay the expense directly so the student is not burdened with the out of pocket expense. In the event a student pays for a non-travel related expense, the department must submit a Purchase Requisition to Procurement and Contract Services to reimburse the student. It is the responsibility of the department reimbursing the student to ensure the expense is justified and to provide adequate supporting documentation. All materials paid for by state funds become the property of the University.