

## Student Travel Frequently Asked Questions and Travel Tips

\*All travel must be pre-approved by having a faculty sponsor submit a Request for Student Professional Development Funds. Reimbursement may be denied without prior approval and/or proof of attendance. Please note that no state funding may be used to travel to a [banned travel state](#).

### Can I get my entire transportation expense reimbursed?

The University will reimburse for the following types of transportation as follows:

- Airfare: The University will reimburse for the lowest refundable ECONOMY airfare to and from your destination. Airfare purchased with personal rewards or points, and seat upgrades (i.e., first/business class) cannot be reimbursed.
- Personal vehicle: Mileage to and from your destination. The mileage will be from the University or your home whichever is closest. Mileage is reimbursed at the State Rate at time of travel, *currently \$0.625 per mile*. The University will reimburse mileage up to the cost of the lowest refundable roundtrip airfare. You must complete a Driver Authorization Packet in order to claim mileage.
- Ground transportation: Uber/Lyft/Taxi/Shuttle/train. Must have an itemized receipt.

### Can I use my online reservation for my hotel receipt?

- A hotel receipt with the breakdown of all the room charges, amount paid, and the method of payment is required. If using a service such as Expedia.com or Hotels.com, please make sure that your receipt shows a breakdown of all charges.

### Can I get reimbursed for my meals?

The University will reimburse up to \$55.00 per day for meals for all trips over 24 hours. This includes any food purchased at a grocery store. **Itemized receipts** are required for every reimbursed amount. Alcohol is **NEVER** reimbursed; please request a separate receipt from food items purchased if you purchase alcohol. If you are attending a conference and wish to be reimbursed for meals, you must submit a copy of the conference itinerary. *If a meal is being provided at the conference you will not be reimbursed for that meal.*

### What if I lost my receipt?

You will not be reimbursed without an **itemized** receipt.

### What items can I get reimbursed for?

- Transportation, airfare, mileage for use of personal vehicle, shuttle/taxi services to and from hotel/airport
- Parking
- Bridge tolls
- Registration fees
- Meals
- Hotel (A lodging rate in excess of \$275.00 per night must have prior approval from the College Dean and the University Provost).

### How much money can I request be reimbursed?

Each student may be reimbursed up to the total approved in their Request for Professional Development Funds. If attending a conference, please contact your department ASC to pay for the registration cost

using their department credit card. That cost will reduce student out-of-pocket expenses, and be deducted from the total funds available for reimbursement. (Example: A student is approved for \$1200 of professional development funds; conference registration is \$200 and paid by the department. The remaining funds to use for travel expenses is \$1000.00)

### **Tips for a Timely Reimbursement**

If a third party is used for reserving *lodging*, please be sure that the receipt includes the name of hotel, date(s) of stay, breakdown of costs (rate/fees/taxes) per day, and method of payment.

If a third party is used for reserving a *rental car*, please be sure that the receipt includes the name of rental car agency, date(s) of rental, breakdown of costs, and method of payment.

When submitting reimbursement requests, please scan or take a photo of all receipts, then email them, along with a completed Travel Expense Claim Form, to your department ASC II.

**\*\*Accounts Payable *will NOT* reimburse for anything purchased with points, financial aid or an existing credit on account.**

**\*\*Please *Do NOT* include personal purchases on the same receipt with professional development.**