

# The School of Engineering Student Travel Proposal Policy

The School of Engineering allocates a limited budget each year for student travel. Good stewardship of these funds is very important as we continue to limit costs for students, the College, and the taxpayer.

## What is a student travel request proposal?

A student travel request proposal is a detailed budget estimate listing costs for transportation, hotel, and other items. If the proposal is for a group then each member should be listed with associated costs. In order to maximize the number of students who can travel in a given year, every effort should be made to find the most cost-efficient solutions.

Students requesting travel must have a faculty supervisor (e.g. club advisor, senior project advisor, etc.) approve the Student Travel Request Proposal. The faculty advisor will forward the travel request proposal to the dean for final approval. Each request will be considered in light of the various limited travel budgets available. The approved budget may be reduced based on the availability of funds and the scope of the request. Students must also submit the [Student Project Ordering form](#)-travel section prior to travel. ***Once the travel is approved, funds may be expended.***

## Senior project travel will consist of two steps:

**Step one:** Early in the first semester, the faculty advisor will discuss any possible travel related to the senior project with the students. The students will be asked to prepare a realistic budget for the travel. The faculty advisor will submit a Senior Project Travel Proposal that will be used to plan the budget for the year.

**Step two:** At least one month prior to traveling, the faculty advisor will determine that adequate progress has been made on the project to ensure that travel is warranted. Students then need to complete the [Student Project Ordering form](#)-travel section. Since projects can run into unforeseen delays due to a variety of reasons, no travel funds can be expended until this second proposal is approved by the faculty advisor and the Dean.

## Things to consider prior to booking:

**Ground Transportation:** Use of College vehicles is encouraged as it is more cost-effective. Only employees of the College, either faculty or student workers, may drive a College vehicle for purposes related to their employment. Certain students may become qualified to drive for specific, academically-related events; student drivers need to formally sign up for these positions (***see the Lab Technician for***

**details).** If these vehicles or drivers are not available or appropriate, students may use their own vehicles and submit for mileage reimbursement. Rental cars are generally not approved unless there is a specific need that is well-justified prior to traveling.

**Air or Train Transportation:** Occasionally, air or train transportation is needed to travel long distances. Students should shop carefully before purchasing airline tickets and should be aware that many tickets are not refundable if not used. Airline tickets that are purchased for **approved travel** well in advance can be reimbursed prior to the travel.

**Hotel Room:** Students should shop carefully before reserving hotel rooms. Often there are less expensive hotels near the main event that can offer significant savings, allowing more students to travel. Students are expected to share hotel rooms as gender and hotel rules allow; some hotels allow up to four (or more depending on style) occupants per room. Students should avoid purchasing hotel accommodations or making registrations in advance that require payment (e.g. Priceline.com), as many of these purchases are not refundable if not used.

### **How to process your reimbursements:**

Within **one week** of returning from travel, students must complete the [Student Project Ordering form](#), **click reimbursement**, then submit a detailed list of expenses with receipts to the dean's office. **Receipts must show that the individual student incurred the expense.** The total reimbursement amount must be shown on the detailed list and should not exceed the approved amount. Reimbursement for trips that involve a group of students will be processed only when all students have submitted their receipts. For groups of students sharing hotel rooms, a list of occupants for each room is required by the State auditors. Generally, a student will incur travel expenses and then be reimbursed after the travel has taken place. Registration fees and airfare that are purchased well in advance can be reimbursed prior to the travel. **Warning: If a student makes any travel-related expenses prior to receiving the proper approval, the student is at risk of not being reimbursed.**

**Meals: Due to budget constraints, there will be no reimbursement for student meals. Students are expected to provide their own funding for meals while traveling.**