

## Intentional Learning Plan Synthesis: A Pathway to Intentional Learning

Proposal to Support Student Travel for Conference Presentation:

1. Indicate student's contact information (include name, major, gpa, email address) and whether the student is an undergraduate or graduate student,
2. State explicitly the connections between this experience and the WCU global learning outcomes (attached), and other program learning outcomes to be addressed and assessed as part of this travel experience,
3. Indicate the specifics of the experience, e.g., what the selected student will be doing while at the event, if not presenting,
4. Indicate a budget/outline of anticipated expenses. *(Note: Intentional Learning Plan funds DO NOT cover the cost of student meals and will not be reimbursed.)*
5. Include a statement about follow-up activities and dissemination of results from this experience,
6. Provide the eligibility or selection process/qualifications student needs to meet, if there are any,
7. Indicate other sources of funding, e.g., department, college, private funds, etc.

Applications will be accepted on a rolling basis in the Fall and Spring semesters. However, requests that are time-sensitive should be submitted well in advance of required deadlines.

Submit to:

Dr. Carol Burton  
Associate Provost for Undergraduate Studies  
550 HFR  
[burton@email.wcu.edu](mailto:burton@email.wcu.edu)  
227-3014

## Intentional Learning Plan Travel Guidelines

Please submit your reimbursement for travel expenses through your departmental administrative support assistant and submit to my office (c/o Deidre Hopkins, [dshopkins@email.wcu.edu](mailto:dshopkins@email.wcu.edu); 227-3014) for final signature and budget fund number.

Thank you for seeking experiential, engaged learning opportunities for our students and for connecting those experiences to our institutional learning outcomes (found at this link: <http://www.wcu.edu/about-wcu/institutional-learning-outcomes.asp>).

### **Student Travel Policy**

*Please review the following student travel policy. This policy is excerpted from the Office of State Budget and Management Manual (OSBM).*

Travel may be reimbursed for post-secondary students when these “Non-employee students” are traveling on official state business or to fulfill a course requirement for academic credit.<sup>i</sup> Please note that these students are reimbursed consistent with payments for state employees. Non-employee students who travel to fulfill and whose expenses are paid or reimbursed by the General Fund are subject to these regulations, including statutory allowances, to the same extent as are state employees.<sup>ii</sup> When the language “employee” is used in travel regulations, it should be assumed that the same regulations apply to “Non-employee students”.

The OSBM Budget Manual and the WCU Travel Manual (based on OSBM manual) both state that an employee traveling on official state business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or for the convenience or personal preference of the employee in the performance of official state business are prohibited. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference of convenience.<sup>iii</sup>

Reimbursable gratuity or tips must be considered reasonable for items that are not already covered under subsistence. Excessive tips will not be reimbursed. A reasonable tip would be one that a prudent person would give if traveling or conducting personal business and expending personal funds.<sup>iv</sup>

- For further guidance, the following information is provided when calculating a tip:
- Airports: Baggage Handling/Skycaps = no more than \$2 per bag;
- Shuttle Drivers = no more than \$2 per bag.
- Parking/Auto Related: Valets = \$2 per car when collecting the car;
- Taxi Drivers = 15% of the fare and \$1 - \$2 a bag.

Reimbursement for tax/airport shuttle service/rental vehicles/public transportation is reimbursable with the actual receipt<sup>v</sup>; however it should be noted that the prudency test should be applied to expenditures. If receipts are not available, then \$5 may be reimbursed for each one-way trip to/from the airport to the hotel.<sup>vi</sup>

## [Travel Quick Reference Page](#)

**Travel guidelines apply to all employees, students and non-employees conducting University business.**

### ***Before the travel***

- Complete a Travel Preapproval Form making sure that all anticipated expenses are listed before traveling.
- The Travel Preapproval Form should be approved by the budget authority and traveler's supervisor before traveling.
- Any lodging over the 200% MUST have the vice-chancellor's or chancellor's signature.
- Prepayments may include registration fees and air travel. Prepayment for registration should be processed on a check request and prepayments for air travel should be processed on a travel form, both forms should be forwarded to Kay Benson, Travel Auditor.
- Make travel arrangements early to secure the best rates for lodging and transportation.
- Plan ahead and allow at least ten business days to apply for a travel advance. Only permanent university employees can receive travel advances. The Travel Auditor must have an original and 2 copies of the Travel Advance documentation.
- Travel Advances will not be issued earlier than five (5) business days before departure.
- Review transportation policies affecting use of personal car, rental car and taxis.
- Standard mileage rate of \$.555 will be paid for 60 miles and under, \$.30 a mile for over 60 miles ROUND TRIP per mile for the use of a private car.
- State rules override federal rules in connection with any reimbursement for federal grant funds.
- Learn the basic policies which apply to state guidelines for travel so you can avoid personal costs. Reimbursement for luxury rooms, personal services, and other expenses will not be reimbursed.

### ***During the travel***

- NO CREDIT CARD STATEMENT CAN BE USED AS PROOF OF PAYMENT ALONE. Obtain receipts for any expense you wish to be reimbursed for except meal per diem. Meal (which includes tip) is reimbursed as per diem only. No need keep receipts. Lunch is never reimbursed unless there is overnight travel.
- Lodging – Hotel receipt with dates of stay. Itemized receipt with a zero balance.

- Airline/train - tickets and itineraries (receipt) at coach rate Car Rental – Rental agreement contract showing total cost of rental with a zero balance.

**Optional insurance is not reimbursable.**

- Bus – must have ticket (receipt)
- Gas - Fuel receipt that shows the \$ per gallon (for rental car or if gas card in state car does not work)
- If traveling by personal car, record your total mileage for ROUND TRIP (example: 60 miles to airport and 60 miles back equals 120 miles at \$.30 not 2 single trips at .555)
- Obtain original receipts for parking, tolls, and taxis
- Baggage Charges - Must have receipt showing \$ amount was for baggage expense
- We can only reimburse the person who actually paid the bill
- Room service tips, valet tips and other hotel services

***After the travel***

- Prepare the Travel Reimbursement and submit to Travel within 30 calendar days from the return date.
- If the travel expenses are less than the Travel Advance received, write a check payable to **Western Carolina University** or bring cash to the Travel Auditor, for the difference within 30 days of the travel.
- Be sure to attach all original receipts to the reimbursement check request. If receipts are smaller than a half page please tape the receipts to an 8 1/2 by 11 page.  
If foreign currency receipts are attached please label what it is for, date it was incurred and, submit the foreign currency converter sheet which can be found at <http://www.oanda.com/currency/converter/>.
- After getting all the signatures needed on the Travel Reimbursement Form, forward the travel reimbursement and receipts to the Kay Benson, Travel Auditor
- After processing, traveler will receive a reimbursement check for allowable expenses.

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<sup>i</sup> OSBM Budget Manual: section 5.7.3

<sup>ii</sup> OSBM Budget Manual: section 5.7.3

<sup>iii</sup> OSBM Budget Manual: section 5.0.2; WCU Travel Manual: section 1B.

<sup>iv</sup> OSBM Budget Manual: section 5.1.3

<sup>v</sup> OSBM Budget Manual: section 5.1.36

<sup>vi</sup> OSBM Budget Manual: section 5.1.36