

9.09 Non-State Employees – Reimbursement of Travel Expenses

Last Modified Date: 06/03/2010

9.09.01 Non-State Employees

For the purposes of this section, non-state employees are those on official University business whose expenses are paid by the University and subject to state regulations, such as prospective professional employees, students on official University business, and attendants of handicapped University employees traveling on official University business (provided advance approval is obtained in accordance with Section 2 of these policies and procedures).

Non-state employees traveling on official state business whose expenses are paid by the University are subject to these policies and procedures, including statutory subsistence allowances, to the same extent as are University employees. Travel expenses for members of a non-employee's family are not reimbursable by the University. No travel advances will be made to non-state employees.

9.09.02 Prospective Professional Employees

The appropriate vice chancellor may approve reimbursement of certain expenses of prospective professional employees visiting the University for employment interviews. These expenses are limited to transportation and subsistence expenses for 3 days (5 days if one is a Saturday) at the in-state rate. Prospective professional employees traveling to the university earlier than necessary and/or delaying their return to avail the State of reduced transportation rates may be reimbursed subsistence for additional travel days if the amount saved in transportation costs due to the early and/or delayed travel is greater than the additional subsistence. Excess lodging expenses may be approved in the same manner as for employees.

9.09.03 Post-secondary Students

1. General Guidelines

Student travel expense while working as an employee of the University are considered official state business when traveling on behalf of their position and shall be paid from the same source of funds from which the employee is paid. Non-employee students at the University who travel on official state business are reimbursed from General funds (Banner Funds 1XXXXX) consistent with payments for state employees. All other student related travel must be paid from non-General funds (all Banner Funds except 1XXXXX) supporting that particular organization or activity. Funds specifically appropriated or legally directed for student travel are authorized to be used for student travel expenses. Official state business is defined in Section 1 C of these policies and procedures.

Approval for non-employee General Fund student travel must be signed by the student's academic department head. To substantiate and account for services related to non-employee General Fund student travel, the student and department head should enter into a signed

agreement to document the required official University business and the travel reimbursement commitment. This agreement shall be signed by the department head and shall be a part of the department's prior approval documentation required for overnight travel.

The purchase of food or beverage for students at higher education institutions is not allowable unless the student is in travel status. However, non-General Funds may be used for these purposes if such funds have been established and authorized for such purposes.

2. Group Travel - Advances

Eligibility -Funds may be advanced upon request for expenses to be incurred for University-sanctioned travel by student groups. Advances may only be issued to University employees; therefore, the advance must be requisitioned by the group sponsor or Accountable Officer on the form titled "[Travel Advance Form](#)".

Deadlines -The request must be submitted to the Controller's Office at least two weeks prior to date of need to provide adequate time for check preparation. The advance may be issued no sooner than five (5) working days prior to travel.

Clearing Advances -All travel advances must be cleared no later than thirty (30) days after the travel period or June 30, whichever comes first. The sponsor or Accountable Officer must clear the advance by submitting the "Group Student Travel Expense" form and repaying any unexpended balance. An outstanding travel advance must be cleared before a subsequent advance may be obtained. All travel advances must be repaid prior to June 30th of each fiscal year.

3. Group Travel – Reimbursement of Expenses

Request for Reimbursement -Immediately following the travel period a Travel Reimbursement form should be submitted to the Controller's Office. The standard subsistence allowances may not be exceeded; however, actual expenses may be claimed if they are less than allowable rates.

Required Documentation -The following documentation must be attached to the Travel Reimbursement form:

- List of travelers
- Receipts for:
 - Lodging,
 - Commercial transportation (including air, bus, rail, taxi, shuttle service and rental car fare)
 - Parking and storage fees and tolls
- Statement signed by each student indicating the amount of any meal money received (if funds were advanced to students for meals)

Other documentation may be requested by the Travel Auditor as a result of his/her review of the request for reimbursement.

9.09.04 Attendants

Payment of travel and subsistence expenses (hotel and meal costs) of attendants for handicapped employees while traveling on official University business may be reimbursed to the same extent as are University employees if advance approval is obtained from the appropriate vice chancellor in accordance with Section 2 A of these policies and procedures.