Georgia Southern University

Controller's Division
Accounting Policy and Procedure Manual

SUBJECT: Student Travel Policy	**DATE:** April 11, 2011 **POLICY NO:**

Students may be reimbursed for travel expenditures from state funds in three types of situations.

- A student who is a GSU employee may be reimbursed in situations where the student is an employee of the institution (including students with a Graduate Assistantship) and have incurred travel expenses associated with their job duties.
- GSU students who are not employees, but have incurred travel expenses while providing a service to the institution such as presenting research papers at or attending a professional conference as a representative of the institution.
- Student Activities funds may be used to reimburse travel costs incurred by a student or group of students when representing the institution or a recognized institutional student organization funded or approved by the GSU Student Activities Committee.

Student Employees:
Students must be employees of Georgia Southern University and the travel must provide a service to the University in relation to their job duties. Students may not be reimbursed for travel where the primary purpose is to benefit the student in personal development and/or course related activities or degree requirements.

Travel approval and reimbursement procedures are consistent with the Georgia State-Wide Travel Regulations followed by all employees of the University.

Non-Employed GSU Students:
In situations where non-employed students travel for the benefit of the institution and/or to participate in activities in support of the mission of the institution, the student may be reimbursed on a per diem basis for travel costs incurred as part of their participation in such activities. The primary purpose of the student's participation in such functions must be in the capacity of service to the institution rather than travel costs related to course activities, degree requirements, or personal development.

Travel approval is obtained by completion of the "Request for GSU Student to Travel on Official University Business" form prior to the trip. Travel is reimbursed based on the Georgia State-Wide Travel Regulations and reimbursement is requested by completion and submission of the Travel Expense Statement to the University's Accounts Payable Office. The original "Request for GSU Student to Travel on Official University Business" form must be attached.

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Student Travel Funded by Student Activity Funds:
In situations where the University has the opportunity to involve students in off campus experiences related to the mission of the University and the travel is not related to the student's employment duties, Student Activities funds may be used to promote participation in programs that promote the mission of the institution rather than fulfillment of the individual student's degree requirements.

Travel approval is obtained from the appropriate Student Activities budget manager. Travel is reimbursed based on the Georgia State-Wide Travel Regulations and reimbursement is requested by completion and submission of the Travel Expense Statement to the University's Accounts Payable Office.