

## Student Travel Basics for Travel Planners

- 1) **When expenses that are travel related;** Airfare, Car Rental or Cash Advances, should be approved by the Budget Center Manager before they are expensed.
- 2) **Students Activity Travel**

Students traveling as representatives of the College follow the Student Activities Procedures outlined with the Club and/or Department.

  - a. All Students complete a Travel Conduct Agreement with the Club and/or Department they are traveling with; which includes such items as liability waivers for insurance coverage, who to contact in case of emergencies, etc.
- 3) **T#s vs. Z#s**
  - a. A Travel Encumbrance (T#) **MUST** be obtained for any Employee traveling with a Club or Student Trip. The T# represents an approved travel and applicable insurance coverage can apply for the trip.
  - b. Travel Control Number (Z#) can be assigned to any non-employee travel and **NOT** to each Student that travels with a Club or Department. The students traveling with the Employee advisor can use the Employee T# for booking airfare.
  - c. A Student does not need a Z# for travel, (unless they are not traveling with a College Employee Advisor.) The Z# has nothing to do with insurance coverage provided by the College. Students may travel with an advisors approved T# - this includes booking airfare.
  - d. **When creating an advisors T# that will include student travel, the encumbrance must include document text that details how many students will be traveling and if possible, the students names and S#.**
  - e. If a Student is traveling on their own, without a College Employee, a Z# must be created for use when booking airfare through the State Travel Office.
- 4) **Employees who travel on Student or Club Trips for the College must follow the College Travel Policy**
  - a. Be prudent, Travel needs to occur in the most economical way, use Best Business Practice.
  - b. Maintain consistency to pay in accordance with the College Travel Policy. See STARR-Schedule of Travel Allowances & Reimbursement Rates for guidance.
  - c. A College Employee should follow the guidelines outlined in the College Travel Policy, as they are an “acting employee for college business.”
- 5) **Airfare for Student Clubs and Department Travel**
  - a. Use State Travel Office 801-538-3350 to book airfare and provide the T# created for the Employee Advisor or **if choosing to purchase ticket on you own, an airline quote from State Travel Office must be obtained for the business only portion of travel for comparison.** Policy states can only be reimbursed up to the lowest airfare quote.
  - b. Use the T# associated with the Employee who is traveling with the Club or Department to book airfare for students through State Travel Office.

## 6) Rental Cars

- a. Use Guidelines on the STARR Report for Rental Cars. Can reserve a rental car through the State Travel Office or contact the companies directly. **Travelers should use one of the two companies contracted with the College and the Corporate Acct. number must be given at the time of reservation** to ensure that required insurance is included with contacted rates.

## 7) Cash Advance for Travel

- a. Advances to Employees are limited to 90% of estimated out-of-pocket expenditures such as for meals and ground transportation.
- b. Advances for Students may be provided at 100% for students involved with College student activities.
- c. **All Cash Advances must be requested on a Travel Expense Reimbursement Form with an explanation of the projected expenses, copy of conference schedule/agenda, and MUST have Budget Center Manager signature approval. Expense Reimbursement Forms request cash advances should be sent directly to the travel desk and NOT entered in SLCCBuy.**
- d. To account for the TRAVEL ADVANCE, Travelers must submit a completed travel settlement form to Business Office within (5) working days after returning from the trip.

## 8) Travel Settlements

When an overnight trip is complete, A Travel Settlement Voucher Form must be prepared to document all expenses and amounts to be reimbursed; or in some cases, amounts to be paid back to the College.

- a. All travel must be finalized on a Travel Settlement Voucher Form within 5 days of the return from trip for Travel reimbursement. Please be sure to attach all back-up receipts with the Travel Settlement. The Travel Settlement **MUST** be signed by the Employee **AND** The Budget Center Manager.
- b. **For students that have received a cash advance but NOT seeking additional reimbursements:** A single Travel Settlement Voucher must be submitted that will include all students who received cash advances names and S#s, a copy of the conference/travel agenda, and airfare itinerary(if applicable.)
- c. **For students that have received a cash advance AND seeking additional reimbursements:** A Travel Settlement Voucher must be completed for the student seeking additional reimbursement.
- d. **For students with no cash advance and not seeking any reimbursements:** No travel settlement voucher is needed unless a Z# was established for the student.
- e. If an Employee agrees to be reimbursed for less than the current authorized amounts, the agreement must be documented in writing prior to the trip. This agreement should be retained with the other pre-planning materials supporting the travel, and a copy attached to the Travel Settlement Voucher that is submitted to the Business Office.

## 9) Expense Reimbursements submitted for Travel

- a. These payments can be requested prior to the trip, if needed to pay for travel expenses incurred ahead of the trip that an employee has purchased on their own. Be sure to include all back-up documentation receipts, the T# or Z# (if applicable,) conference agenda/schedule, and the Index and Account number.

- b. The Expense Reimbursement Form MUST be signed by the Employee AND the Budget Center Manager.

**10) Account Number used for Student Travel**

- a. 73525-Travel expenses for any student & non-employee travel activities; such as student body officers attending student government conferences; students traveling for club activities; student internships; alternative spring break travel.

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