



# **Travel Guidelines**

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## **Student Off-Campus/Field Trips**

**Revised**

**10/8/09**

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## **Travel Guidelines – Student Off-Campus/Field Trips**

**Purpose:** To establish travel guidelines associated with reimbursement of travel, subsistence and related expenses for student off-campus/field trip expenses. These guidelines are in accordance with PASSHE Board of Governors Policy 1986-07-A-Travel Expense Regulations.

**Guidelines:** Guidelines will be followed for processing various student off-campus/field trip expenses. Exceptions will be evaluated on a case by case basis. **The responsible VP/Dean must approve all student off-campus/field trips and any miscellaneous food purchases not subsistence related.**

### **Definitions:**

Student Off-Campus/Field Trip – Any trip away from the campus taken by a student(s) sponsored by a faculty/staff member and approved by the appropriate VP/Dean. **For liability purposes, individuals not employed by the University or enrolled as a student are not allowed to participate in these trips (i.e. spouses, friends, etc.).**

Mentor - Experienced student adviser and or supporter who advises and guides other less experienced students.

### **Procedure:**

#### **1. Student off-campus/field trip form (Appendix A):**

- A. Must be completed by sponsoring faculty/staff with appropriate approvals prior to the trip:
  - a) Student signatures are to be obtained the day of the trip;
  - b) Any request to Accounts Payable for reimbursement of related expenses must be submitted on a travel expense voucher and accompanied by a completed/approved Student off-campus/field trip form;
  - c) In the case of a request for reimbursement prior to the trip an approved form without student signatures is permitted, the signed form must be returned to Accounts Payable after the trip (i.e. pre-purchased tickets);
  - d) If no reimbursement of expenses is expected, the sponsoring faculty/staff is responsible for maintaining the completed Student off-campus/field trip form on file.

#### **2. Incurred Expenses**

- A. Sponsoring faculty/staff are responsible for paying for all expenses and submitting the appropriate travel documentation for reimbursement;
- B. University issued travel cards or personal credit cards should be used to make the below purchases:

**Note: Travel cards are only issued to faculty and staff. Travel cards will not be issued to students.**

- a) Conference Fees – prepaid conference fees can be submitted for reimbursement immediately via a travel expense voucher;

- b) Subsistence (meals and incidentals) – will be reimbursed on a per diem basis (receipts are not required) as follows:
- i. Overnight or Weekend (Saturday/Sunday) travel status
    - a. While in overnight travel status, maximum per diem reimbursement for meals and other subsistence expenses (includes tips, incidentals, and applicable taxes) will be at the rates established by the U.S. General Service Administration (GSA).
    - b. Reimbursement is allowable for each 24-hour period spent in a continuous overnight travel status. The 24-hour period begins at any time of the day or night that the employee leaves headquarters or residence to embark upon overnight travel on official business. This allowance covers all meals and other subsistence expenses not specifically provided for elsewhere (i.e. lunch provided by conference which is part of the conference fee\*).
    - c. For overnight travel not part of a full 24-hour period, the per diem rate shall be prorated as follows:
      - 0 minutes to less than 3 hours – No reimbursement
      - 3 hours to less than 6 hours – 25%
      - 6 hours to less than 15 hours – 62.5%
      - 15 hours to less than 24 hours – 100%

**\*The maximum allowable reimbursement amount must be reduced for meals provided to the faculty, staff or student at no cost, included in a registration fee, facility rental, or the cost of lodging. The maximum amount must be reduced by the following percentages: 21% for breakfast, 21% for lunch, and 58% for dinner.**

**Note: The standard maximum daily per diem rate is \$46 except for locations identified by GSA as “high cost” areas. For full detail on GSA per diem rates, please visit their website:**

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=17943](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943)

- ii. Non-Overnight Travel Status
    - a. Faculty, staff and students who are traveling more than two hours before the normal start of the workday (considered to be 8:00 am for field trips) or more than two hours past the scheduled standard end of workday (considered to be 4:30pm for field trips) will be reimbursed for the cost of a meal up to a maximum of \$8.00.
- c) Student Overnight Hotel Expenses – hotel expenses for students must have dean/chair approval and will be reimbursed in accordance with AFSCME policies. When making hotel reservations the cardholder must advise the hotel

that Bloomsburg University is responsible for the room only; expenses such as telephone and food are not included.

- d) Event Tickets – (i.e. Play or Museum tickets, etc.) related to a student off-campus/field trip
  - I. Extra tickets
    - i. Attempt to return any extra tickets to the venue.
    - ii. If an attempt to return the extra tickets fails then an effort should be made to sell the extra tickets to employees associated with the program and/or students only. When tickets are sold a reimbursement check made payable to Bloomsburg University should be forwarded to Cathy Hadesty in the Finance & Business Office.
    - iii. Extra tickets that cannot be returned or sold must be returned to Accounts Payable along with the travel expense voucher.
- Expenses will be reimbursed via related travel policy (Appendix B, BOG Policy 1986-07-A, GSA rates, Management Directive 230.10).

### **3. Student Mentored Trips**

A. Per Diem for meals on a student mentored trip shall be based on start and end times of the trip in accordance with the Commonwealth Management Directive 230.10

#### Steps for a Student Mentored Trip

- a. In such cases where a faculty/staff member will not be attending the sponsoring faculty/staff member needs to complete a Miscellaneous Request form (Appendix C) using the per diem rates allowed per student attending the trip (Accounts Payable can assist in the calculation of this rate per student).
- b. The unsigned Student off-campus field trip form must be completed with approvals and a list of students attending the trip, then attached to the miscellaneous request form and sent to Purchasing for review.
- c. Accounts Payable will process the miscellaneous request and print a check payable to the sponsoring faculty/staff member.
- d. Faculty/Staff member will be responsible to complete an Advance Funds Acceptance form (Appendix D) including a list of students and dollar value of the advance they are receiving.
- e. Faculty/Staff member will be responsible to distribute the money to the individual students on the day of the trip, have them sign the Advance Funds acceptance form and return any unused money along with the completed Advance Funds and Student off-campus/field trip forms to the Accounts Payable office.

- 4. Purchases to be made following the Purchase Order/Rush Order procedures include:

- a. Transportation - a Purchase Order should be used to pay for bus transportation; all other (mass transit, state vehicles, taxis) arrangements should be paid via the travel policy.
- b. Event Tickets – (see above) if purchased in advance of the trip, with adequate time for processing.

Appendix A



**Student Off-Campus/Field Trip  
or  
Student Representation at a Conference or  
Professional Organization**

Department of \_\_\_\_\_

Date \_\_\_\_\_

The following student(s) will be participating in a:

\_\_\_ Student Off-Campus/Field Trip      \_\_\_ Conference

\_\_\_ Meeting of a professional organization

\_\_\_ Other

Student(s) will be participating in/attending \_\_\_\_\_.

**Student participation in this activity is approved by the sponsoring department, and a request is made that the student(s) be permitted to make up missed tests, and/or assignments. Students have been advised that it is their responsibility to inform their course professors of this activity through presentation of this form.**

\_\_\_\_\_  
Signature of Student/ Date  
\* See attached sheet for multiple students

\_\_\_\_\_  
Signature of Department Chairperson

\_\_\_\_\_  
Sponsoring Faculty Member / Date

\_\_\_\_\_  
Dean/Vice President



## Appendix B

### **Reimbursement Rate Summary for Automobile Rates, Per Diem(Subsistence) and Other Rates**

In accordance with Board of Governors' Policy 1986-07-A, [Travel Expense Regulations](#), following are the reimbursement rates to employees for expenditures incurred in the course of official travel.

**Note:** The State System has adopted the U. S. General Services Administration's (GSA) domestic per diem rates (CONUS rates) and Privately Owned Vehicle reimbursement rates (POV rates). The POV rates usually change in January, and the CONUS rates usually change in October. Unless otherwise notified, State System entities should automatically adopt the new rates that are established by GSA. The Administration and Finance division will update this website when the rates are changed.

#### GSA Privately Owned Vehicle Reimbursement Rates

Reimbursement per mile for use of personal automobile on or after January 1, 2009.....	\$0.55
Reimbursement per mile for use of personal automobile from August 1, 2008, through December 31, 2008.....	\$0.585
Reimbursement per mile for use of personal automobile from March 19, 2008, through July 31, 2008.....	\$0.505

#### GSA Domestic Per Diem Rates

Subsistence rate for all locations not listed as high cost areas (CONUS Standard Rate).....	\$39
Lodging rates for locations not listed as high cost areas for travel occurring on or after October 1, 2007 (CONUS Standard Rate).....	\$70
Lodging rates for locations not listed as high cost areas for travel occurring from October 1, 2005, through September 30, 2007 (CONUS Standard Rate).....	\$60
Subsistence and lodging rates for high cost areas.....	<a href="#">Click here</a>
Subsistence and lodging rates for foreign travel.....	<a href="#">Click here</a>

Please note that GSA includes both **meals and incidental expenses (M&IE)** in the **subsistence** rates. Incidental expenses include such items as fees and tips for persons who provide services.

#### Other Rates

Receipts required for each miscellaneous expenditure in excess of.....	\$35
Subsistence rate when in non-overnight travel status.....	\$8

Additional information is available on the GSA website at <http://www.gsa.gov>. Questions may be directed to Annette Mathes of the Administration and Finance division.

**Appendix C**

BLOOMSBURG UNIVERSITY  
 Bloomsburg, Pennsylvania 17815

**MISCELLANEOUS REQUEST**

TO: Purchasing Department

DATE:

Funds Center, Cost Center, or WBS Element

Commitment Item or G/L Account #

Funds Reservation #

Specifications of Item Requisitioned	Est'd. Cost
Please make check payable to:  (DO NOT POST ON TERMINAL - Send to Purchasing Department)	\$
Justification	

Requested by:

Approved by:

\_\_\_\_\_  
 Name of Employee:

\_\_\_\_\_  
 Department Chairman or Supervisor

\_\_\_\_\_  
 Director of Purchasing

\*\*\*\*\*

Miscellaneous Request Policy

This request will be used for university services when a Purchase Request is not necessary such as:

1. Telephone Services
2. Postage Services (stamps, post cards, bulk mail, etc...)
3. Other services provided by the university that will not be purchased from an outside vendor or contracts.

An internal chargeback may or may not be applied to the services depending on university policies. If you have questions regarding the use of this form, or if a charge will be applied, please call the Purchasing Department at 4312.

**Appendix D**



**Advance Funds Acceptance Form**

**Reason For Advance:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Advance Amount:** \_\_\_\_\_

I accept responsibility to distribute the advance amount shown above to the students listed below on the day of the student off – campus/field trip form. I also accept responsibility to account for and return undistributed funds to the Accounts Payable office.

\_\_\_\_\_  
Sponsoring Faculty/Staff member

I, the undersigned have received an advance in the amount of \$\_\_\_\_\_ for the student off-campus/field trip listed above on the date of \_\_\_\_\_.

<b>Print Students Name</b>	<b>Student Signature / Date</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
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