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Responsible University Office:
*Business & Finance
Student Affairs*

Responsible University Administrator:
*Vice Chancellor of Business & Finance
Dean, Student Affairs*

Policy Contact:
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Student Travel Policy

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Scope

This policy applies to all University Students and Representatives including but not limited to participants, sponsors, coaches, and program directors traveling on approved domestic and international University Recognized Programs

Policy Statement

The University of Nebraska at Kearney's Student Travel Policy is multifaceted:

- To ensure consistent application of travel policies for all Travelers of the University of Nebraska at Kearney;
- To ensure the safety of all Travelers; and
- To ensure compliance with all Federal and State of Nebraska statutes and policies as well as other relevant requirements for Domestic and International Travel.

Reason for Policy

This policy will create a uniform travel process for all Students and Representatives traveling on University Recognized Programs.

Definitions

Domestic Travel – travel within the United States and its territories not requiring a passport unless otherwise stated within this Student Travel Policy or by outside vendors/suppliers

Financial Approver – a University employee who oversees, regulates and approves all expenses from a specific University funding source(s) and is responsible for: (1) reviewing Student trip requests prior to approval to ensure the Student trip has been approved, budgeted funding for the specific trip and expense estimates; (2) reviewing actual, submitted expenses prior to approval and reimbursement to ensure they are allocated correctly; (3) ensuring compliance with this Student Travel Policy and all other campus, college and/or unit-specific policies

International Travel – travel outside of the United States and its territories or travel to any destination that requires a passport, unless otherwise stated within this Student Travel Policy or by outside vendors/suppliers

Representative – includes any person employed by the University (may or may not be the Responsible Party), performing assigned administrative or professional responsibilities. All personnel, including faculty, staff, research associates and fellows, visiting scholars, and all other persons retained by or working for the University of Nebraska and its affiliates

Responsible Party – is a representative who shall be approved to travel with the group. The Responsible Party will accompany Students during the trip and ensure that travel guidelines are followed. The Responsible Party is responsible for proper preparation of the students or representatives including behavior and travel guidelines. The Responsible Party will serve as the first contact with the University. Additionally, the Responsible Party is expected to communicate with the campus and help outline and implement contingency plans in the event of a vehicle malfunction, accident, illness, or other travel disruption

Students – includes all persons enrolled at the University, either as an on-campus Student or an on-line Student, whether enrolled full-time or part-time. Also, includes persons not currently enrolled in classes but traveling as a prior commitment as a Student and participating in a University Recognized Program

Supervisor Approver – a University employee who manages the time and performance of duties of a specific Student Traveler and is responsible for reviewing Student trip

requests, prior to approval, to ensure compliance with this Student Travel Policy and all other campus, college and/or unit-specific policies

Travel Status – when a Student or Representative is traveling officially for the University beyond Kearney city limits

Traveler – a University Student or Representative who is traveling on University-Recognized programs

University Funds – funds derived from tuition, fees, state appropriations, revolving and auxiliary accounts

University-Managed Funds – funds which include dollars accepted from sources external to the University; these include gifts not channeled through the University of Nebraska Foundation as well as foreign, Federal, state, local and industry grants.

University-Recognized Programs (domestic/international) - Travel program that includes an individual Student (or group of Students), faculty, or staff person supported wholly or in part with University Funds or University-Managed Funds, performances or athletic competitions; Student travel organized and/or sponsored by UNK registered student organizations; study for credit; travel under the auspices of UNK such as, but not limited to, non-credit experiences research, internships, service, professional associations, conferences, presentations, or teaching

Procedures

General Specifications

College or Unit Policies

Individual colleges and units may implement additional travel policies. However, the college or unit will have the sole responsibility of enforcing any additional policies and these policies cannot be less restrictive than this Student Travel Policy.

Compliance, Exemptions, and Reasonable Accommodations

This Student Travel Policy is designed to ensure compliance with laws, regulations and policies promulgated and implemented by the Federal and State governments, as well as the University. Non-compliance could result in taxes, penalties and interest assessed against the University and/or the Traveler. Failure to comply with this Student Travel Policy may jeopardize the Traveler's reimbursement or access to University Funds, as determined by the Responsible Party, Traveler's Supervisor Approver and/or Financial Approver(s) as applicable. Compliance by all Travelers will be monitored and addressed by the Supervisor Approver(s), other appropriate University administrators and the University Travel Office.

Accommodations or exemptions to this Student Travel Policy will only be authorized with proper documentation, such as an ADA accommodation plan, on file with the ADA/504 Coordinator and/or Disability Services for Students.

The University supports Students and employees with disabilities and encourages their full participation in all academic programs, including related travel. In accordance with the Section II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, Disability Services for Students is the designated office to work with Students with disabilities to provide reasonable accommodations. Students who have a disability are encouraged to register with Disability Services for Students by following the steps outlined by the Office. Once eligibility is established and the Student completes the registration process, the Student may request reasonable accommodations to ensure equal access to University programs and activities. Students and employees are encouraged to begin this process as early as possible to ensure the necessary accommodations are in place in a timely manner.

In accordance with the reasonable accommodation process, if requested by the Student or Representative, the ADA/504 Coordinator or Disability Services for Students will provide the Responsible Party with a written description of any exemption or other accommodation to be implemented to meet the provisions of the Traveler's ADA accommodation plan, and the trip request will be processed and evaluated for approval incorporating the accommodation in accordance with the law.

Pre-Travel

For all Domestic Travel, the Responsible Party will complete a [Student Travel Insurance form](#) (*link will be coming soon*) at least one week prior to the first day of travel for each Travel Status occurrence. For International Travel, contact the Office of Study Abroad for additional forms and requirements at least thirty (30) days prior to the first day of travel. Employees accompanying students should refer to Travel Policy for additional information regarding Pre-travel requirements (<https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/policies/university-of-nebraska-travel-policy.pdf>)

Expenses Paid by the University

University Online Booking Tool

The University can pay directly for approved Student travel expenses (airfare, lodging, car rental) when booked through the University on-line booking tool. If a travel award has been issued, the Student will need to work with the individual department or unit for specific arrangements. All Student travelers or Responsible Parties should use their best efforts to choose the most economical means of travel that meet the approved goals of the trip within the parameters of this Student Travel Policy.

Group Travel Card or Procurement Card

The group travel card is a credit card that can be used by Responsible Party when traveling with a group of Students for a University-Recognized Program. These purchases must comply with Group Travel Card Policies and Procedures (<https://nebraska.edu/docs/purchasing/grouptravelcard.pdf>). The Group Travel Card program is administered by the Business & Finance or Payment Services. Purchases may include but are not limited to lodging (room and taxes only), public transportation, airfare, vehicle rentals, fuel, parking, group meals while traveling, internet access (business or academic purposes only). Please refer to Group Travel Card Policies and

Procedures for additional requirements
(<https://nebraska.edu/docs/purchasing/grouptavelcard.pdf>)

An employee of the University may use their University issued Procurement Card (PCard) to pay directly for Student conference registration expenses or other authorized and allowable expenses as per the current PCard policies. Please refer to Purchasing Card Policies & Procedures for additional requirements, including prohibited purchases as they relate to student travel (<https://nebraska.edu/docs/purchasing/purchasingcardpolicies.pdf>)

Transportation Arrangements

Procedures for obtaining transportation for Students and for transporting Students are governed by the University Driving and Motor Vehicle Policy (<https://bf.unl.edu/policies/driving-and-motor-vehicles>) and all persons intending on driving a motor vehicle for purposes covered under this policy must be an authorized driver. Prior to traveling, the Responsible Party and/or Students are required to carefully review these policies.

Covered University Vehicles

The University Driving and Motor Vehicle Policy (<https://bf.unl.edu/policies/driving-and-motor-vehicles>) is applicable to all authorized drivers and all vehicles (rented, University-owned, personal vehicle, leased passenger vans, etc.) used in the scope of a University-Recognized Program.

When more than one vehicle is used, it is recommended the vehicles travel as a caravan. Additionally, the Responsible Party is advised to maintain a list of Student Travelers being transported in each vehicle.

Currently enrolled, full or part-time Students, 18 years of age and older who have been approved by the University Fleet Management can drive University-owned vehicles. Please refer to University Driving and Motor Vehicle Policy (<https://bf.unl.edu/policies/driving-and-motor-vehicles>) for more information about additional requirements and procedures.

Rental Vehicles

Rental cars should be booked with contracted University providers when these providers are available and direct billed to the University to capture tax exemption. University-negotiated car rental rates shall be used for all University business travel. If a contracted provider is not available or is unable to meet the Traveler's requirements, booking may take place with another provider direct billed to the University. Direct billing whenever possible, captures tax exemption savings. Tax exemption is not available when Traveler pays for the rental but is eligible for reimbursement. If the provider is not able to direct bill the University, the Traveler can pay for the rental with personal funds and be reimbursed. Please refer to Travel Policy for additional information regarding Rental Vehicles (<https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/policies/university-of-nebraska-travel-policy.pdf>)

If the University is paying for the rental vehicle, and would like to have a Student driver, the responsible Party should contact Business Services for specific procedures.

Fuel receipts for rental cars can be submitted by the Traveler for reimbursement through the process designated by policies and procedures of the Payment Services Office.

Rental Car Cancellation

Travelers and/or Responsibility Parties should contact the rental car provider as soon as the Traveler knows of the need to cancel the reservation. The Traveler should have the confirmation number available for the cancellation.

Personal Vehicle

As outlined in the University Driving and Motor Vehicle Policy (<https://bf.unl.edu/policies/driving-and-motor-vehicles>), individuals who drive their own personal vehicles on University business are responsible for their safety and the safety of all passengers. The University bears no responsibility and is not liable for the operation or operating condition of personal vehicles and expects such drivers to comply with state law requirements regarding insurance coverage and to carry appropriate automobile liability insurance. All costs associated with maintenance or damage, which may occur while on University business is the responsibility of the owner of the personal vehicle. Please refer to the University Driving and Motor Vehicle Policy for more information regarding driver responsibilities (<https://bf.unl.edu/policies/driving-and-motor-vehicles>).

The owner of a personal vehicle traveling with Students while on University business may be reimbursed for actual miles driven at the standard mileage rate (excluding commuting miles) established by the University of Nebraska. Please refer to Travel Policy for additional information regarding mileage reimbursements (<https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/policies/university-of-nebraska-travel-policy.pdf>)

Commercial Airfare

When possible, all domestic and international flights for University Recognized Programs are expected to be booked through the University-contracted travel management company. If a contracted provider is not available or is unable to meet the Traveler's requirements, booking may take place with another provider through direct billing to the University. If the provider is not able to direct bill the University, the Traveler can pay for airfare with personal funds and be reimbursed. Please refer to Travel Policy for additional information regarding commercial airfare, bookings, flight cancellation procedures and other requirements that apply to student travel (<https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/policies/university-of-nebraska-travel-policy.pdf>).

Lodging Arrangements

Students will have access to lodging arrangements consistent with their gender identity. No overnight guests are allowed. Students who prefer not to lodge with other Students can lodge in a single room. Any additional incurred costs will be the responsibility of the Student. Special accommodation requests should be discussed with the Responsible Party prior to travel.

Advisors and/or part-time or full-time employees of the University (including graduate assistants) will not room with undergraduate or graduate Students. The Responsible Party is advised to create a roommate list and may make appropriate adjustments.

When possible, all domestic and international lodging for University Recognized Programs are expected to be booked through the University-contracted travel management company. If a contracted provider is not available or is unable to meet the Traveler's requirements, booking may take place with another provider direct billed to the University. Direct billing whenever possible, captures tax exemption savings. Tax exemption is not available when the Traveler pays for lodging but is eligible for reimbursement. If the provider is not able to direct bill the University, the Traveler can pay for lodging with personal funds and be reimbursed. Please refer to Travel Policy for additional information regarding lodging that apply to student travel (<https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/policies/university-of-nebraska-travel-policy.pdf>).

Lodging Cancellations

The Student or Responsible Party who made the reservation is responsible for canceling or rescheduling as appropriate for the circumstances. Every effort should be made to minimize the expense to the University or to the Travelers when considering lodging arrangements and cancellations.

Reimbursements

Meals

Food expenses incurred for Student while on University-Recognized Programs may be paid using appropriate related University Funds or University-Managed Funds. At the time of payment, documentation providing evidence that the primary audience and majority of participants were UNK Students will be required to be submitted with the payment request either by the Student or by the employee. Food expense for faculty, staff or other non-Students in attendance will be paid only if those persons can provide a reasonable business purpose for attending and should refer to Travel Policy for additional information (<https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/policies/university-of-nebraska-travel-policy.pdf>).

Student Stipend

In circumstance where the group travel card is not practical for group meals or other student travel incidentals, the Responsible Party can request a cash advance through the UNK Finance Office to be given to Students on a per diem basis while traveling on a University Recognized Program. The Responsible Party will submit an approved Cash Advance Request form to the Finance Office at least two business days prior to travel. The Responsible Person will pick up the requested check from the Finance Office, cash the check, and secure the cash in their possession until the appropriate time to distribute to the students. Each student will acknowledge receipt of the cash by signing the Receipt of Funds form. The Responsible Person will reconcile the signed Receipt of Funds form and leftover cash to the cash advanced and return the form and cash to the Finance Office

within a week of trip completion. Contact the UNK Finance Office for related forms and details.

Alcohol

Alcohol, and its associated tips and taxes, will not be paid for by the University and is not a reimbursable expense.

Travel Expense Deadline

Employee reimbursement expense claims for Student expenses not using the group travel card must be submitted and approved by the employee's Financial Approver(s) through the University expense management tool no later than sixty (60) calendar days after the final day on which expenses were incurred. This State of Nebraska statutory requirement cannot be waived. Reimbursement expense claims submitted and approved past this deadline will not be paid for or reimbursed by the University Funds or University - Managed funds.

A Non-Employee Expense Reimbursement form (available in SAPPHIRE) must be completed for Student reimbursement expense claims, approved by the employee's Financial Approver(s), and submitted to the Payment Services in a timely manner especially at the end of the fiscal year. For all reimbursements for Graduate Assistants working on campus, contact Payment Services for instructions.

Receipts

Employees submitting receipts using group travel cards must follow the policies set in the Group Travel Card Policy, <https://nebraska.edu/docs/purchasing/grouptravelcard.pdf>. Travelers must provide all required receipts that are detailed and itemized for all University business-related travel expenses. Detailed and itemized receipts must include:

- the item(s) purchased;
- the name of the business where the transaction took place;
- the transaction date/time;
- the amount of the transaction; and
- proof of payment.

Expense estimates are not acceptable. If a receipt includes expenses for multiple Travelers, the single Traveler seeking reimbursement should reference the other Travelers on the expense submittal. If multiple Travelers are seeking reimbursement from a single receipt, which includes the expenses of multiple Travelers, a copy of the itemized receipt and proof of the individual Traveler's payment must be provided with each Traveler's expense submittal and include a cross reference to the other Travelers involved. The Traveler should make every effort to obtain and submit all detailed travel expense receipts when available. Failure to submit required receipts may result in the University not paying for or reimbursing the Traveler for the related expenses in accordance with Nebraska state requirements.

Payment Services should be consulted to review any alternative documentation that may be used when a detailed and itemized receipt is not able to be provided.

If receipts are listed in any language other than English, the business name, location, date, and individual items must be translated by the Traveler. Associated prices can be converted through the expense management tool or directly from the website (<https://www1.oanda.com/currency/converter/>) to the U.S dollar equivalency on the day of the transaction.

Please refer to Travel Policy for additional information regarding receipts that apply with student travel (<https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/policies/university-of-nebraska-travel-policy.pdf>).

International Travel

All policies stated throughout this Student Travel Policy apply to International Travel. Trip requests for international destinations should be submitted for approval at least thirty (30) days in advance of departure. This allows time for the required export control review and the Traveler to be informed of and enrolled in all international support services.

Executive Memorandum No. 25

All travel to a United States Department of State Level 3 or Level 4 Travel Advisory Country/Area or Centers for Disease and Prevention High Risk Warning Country must follow all guidelines, restrictions and approvals as stated within Executive Memorandum No. 25.

Export Control

Export Controls are regulations designed to ensure that certain information, technology, biological and chemical agents and other sensitive items are secure and not improperly transferred to an international entity or person. When planning travel abroad, it is important to ensure that any information or items taken out of the U.S. are either not controlled; or if controlled, the proper approvals or licenses are in place. All personnel, including faculty, staff, research associates and fellows, visiting scholars, Students and all other persons retained by or working at the University of Nebraska and its affiliates will comply with Export Administration Regulations (EAR), International Traffic in Arms Regulations (ITAR), Office of Foreign Assets Control (OFAC) regulations, UNK Export Control Policy (<https://www.unk.edu/about/files/unk-export-control-policy-final.pdf>) and all other applicable export control or sanction-related regulations.

Conduct

Student Travelers are required to comply with standards set forth in the Student Code of Conduct (https://www.unk.edu/offices/reslife/_documents/university-of-nebraska-at-kearney-student-code-of-conduct.pdf). Failure to comply with the Student Code of Conduct may result in disciplinary action. If the alleged conduct is severe and/or pervasive, the alleged Student may be removed from the trip and required to travel home at their own expense. All Students should conduct themselves in a manner that positively represents the University of Nebraska at Kearney and themselves.

Reporting a Safety Concern, Emergency or Accident

In the event of a safety concern, violation of the procedures for travel involving Students,

and/or other emergency, the Responsible Party should immediately contact local medical care and/or law enforcement and assistance in the area. Following this notification, the Responsible Party should notify home departments/supervisors.

The Responsible Party is expected to take an active role in implementing contingency plans for the group in the event of a vehicle malfunction, accident, illness or other travel disruption.

Additional Contacts

Subject	Contact	Phone	Email
Athletics	Rachael Page	(308) 865-8863	pagerm@unk.edu
Student Travel Insurance	Michael Christen	(308) 865-8448	christenmt2@unk.edu
Reimbursements	Carrie Stithem	(308) 865-8865	stithemcl@unk.edu
Student Conduct	David Roberts	(308) 865-1619	robertsdg@unk.edu
International Travel, study abroad		(308) 865-8246	
Group travel card, Procurement card	Kim Christensen	(308) 865-8525	christensenk@unk.edu
Student Stipend	Jill Purdy	(308) 865-8524	purdyj@unk.edu
Accommodations, Disability Services,	Sarah Mattson	(308) 865-8214	unkdso@unk.edu
Export Control Policy	Mahmoud Shakouri	(308) 865-8688	shakourim2@unk.edu
Fleet Management	Patrick Barrett	(402) 472-7766	pbarrett1@unl.edu

Forms

Student Travel Insurance Form

Related Information

Export Control Policy

<https://www.unk.edu/about/files/unk-export-control-policy-final.pdf>

Group Travel Card Policies and Procedures

<https://nebraska.edu/docs/purchasing/grouptravelcard.pdf>

Purchasing Card Policies and Procedures

<https://nebraska.edu/docs/purchasing/purchasingcardpolicies.pdf>

Student Code of Conduct

https://www.unk.edu/offices/reslife/_documents/university-of-nebraska-at-kearney-student-code-of-conduct.pdf

University Driving and Motor Vehicle Policy

<https://bf.unl.edu/policies/driving-and-motor-vehicles#policy-statement>

Travel Policy

<https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/policies/university-of-nebraska-travel-policy.pdf>

History

Policy replaces former Student Travel Policy revised 2/13/2018