TITLE: STUDENT TRAVEL

POLICY: When students travel among campuses to perform College functions their travel expenses will be reimbursed according to the procedure specified below.

RATIONALE: If students are to fully participate as College of Nursing committee members, they need to attend face-to-face meetings. For these meetings and for other meetings which serve the needs of the College, their travel should be partially reimbursed.

*Examples of such trips: orientation of sophomores to upper division campuses, Chamber of Commerce Awards Banquet, Phi Kappa Phi initiation, appointed committee member as College representative.

PROCEDURE:

1. Students will travel in cars with faculty members whenever feasible. If not feasible, students will car pool as much as possible (up to 4 students per car).

2. Students will be responsible for obtaining their own insurance when traveling.

3. Travel (mileage or commercial carrier) will be reimbursed at cost, according to state regulations.

4. Lodging will be covered as "unreceipted lodging" at current state rates.

5. Meals will be reimbursed at current in-state rate.

6. Prior approval and budget encumbrance will be obtained from committee chairperson or Campus Director.

7. Travel form to be filled out at least one week prior to travel for approval by Campus Director.

Revised/Approved by:

Level I: Executive Council (Nov, 2003)
Level II: Associate Dean for Undergraduate Programs (Dec, 2003)