

Student Travel Procedure

I. Student Employee Travel

- a. All student employee travel that relates to their employment should be submitted in the Chrome River travel system. If a student will be traveling, but is not in the travel directory, the department will need to contact the Travel Office to get the student added.
- b. Travel authorizations and reimbursements will follow the same travel procedures and policies as any University employee.
- c. Department travel cards can be used to charge travel costs for student employees. Department travel delegates must assign transactions to the students travel for proper reconciliation.

II. Student Non-Employee Travel

- a. Travel authorizations must be submitted with appropriate signatures and a clear business purpose for student travel on a paper Student/Non-Employee Travel Authorization before the trip can be taken.
- b. Students will need to pay for their own travel costs. Original receipts and a W-9 must be attached to the reimbursement form and submitted to the Travel Office.
- c. If student(s) are traveling with a faculty/staff representative, the employee can pay for student(s) travel expenses *except meals* on a travel card. All student charges will need to be reconciled on the employees travel reimbursement as Non-Employee Expenses under Travel Services, and the names of the student(s) provided in the comment section.
- d. If student(s) are traveling without a faculty/staff representative, only the department can pay for student(s) travel expenses *except meals* on a department travel card. All student charges will need to assigned and reconciled on the employees travel reimbursement as Non-Employee Expenses under Travel Services, and the names of the student(s) provided in the comment section.
- e. Student reimbursements will be filed in the same manner on a Student/Non-Employee Travel Reimbursement once the trip has concluded. If expenses were paid by faculty/staff, the employees travel report number must be referenced.

III. Student Travel (little or no benefit to ISU)

- a. Student reimbursements that are little or of no benefit to the University is taxable to the student and will be reported based on the rules for 1099's and 1042S tax forms.

- b. Departments can award students a travel stipend if the student is traveling individually. A Direct Pay form and W-9 will need to be completed and submitted to the Travel Office and will be reported as taxable to the student.