



Travel Guidelines

Student Off-Campus/Field Trips

Revised
11/25/2025

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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 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.

- Expenses will be reimbursed via related travel policy (BOG Policy 1986-07-A, GSA rates, Management Directive 230.10).

- 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:
 - 1. 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 \$51 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/content/104877>

- 11. 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 Commonwealth 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

Extra tickets

- Attempt to return any extra tickets to the venue.
- 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 Commonwealth University should be forwarded along with the Miscellaneous Deposit form to the Financial Services Department.
- Extra tickets that cannot be returned or sold must be returned to Accounts Payable along with the travel expense voucher.

3. Student Mentored Trips

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 Direct Payment Request form 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 B) 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 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

Date: _____

[illegible]

Appendix B



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 _____.

Print Students Name	Student Signature / Date
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