



## **Student Travel Guidelines**

*Adopted from Penn State Law*

A limited travel budget is available to assist students who wish to travel to attend appropriate out-of-town events, e.g., conferences, national organization meetings, etc. **Students planning to travel on University of Maryland School of Nursing (UMSON) or student organization-sponsored business must receive pre-approval by the Office of Student and Academic Services.** Students seeking financial support for travel must provide the following *at least three weeks prior to departure*:

- A budget of total expected costs (registration fees, travel, hotel, meals, etc.)
- A conference/program agenda
- A statement explaining the relevancy to nursing studies or leadership responsibilities
- Funding received from other sources, e.g., grants, fee waivers, etc.
- Amount of funding requested
- How your attendance will benefit you and the UMSON community

**UMSON requires that travelers demonstrate integrity. All travel expenses will be scrutinized. Travelers will be held accountable for how University funds are spent.** The personal safety of the traveler, the wise use of the traveler's time, and the practical aspects of the itinerary are to be considered when determining travel plans. It is the traveler's responsibility to clearly state the business purpose of trip; avoid impropriety or extravagance; understand and comply with University policies; and assure that clearly documented, accurate, and reasonable expenses are submitted within 10 days of trip completion, including the Request for Reimbursement Form. All student travelers must submit a completed Emergency Contact Form prior to departure.

### **Air Transportation**

Students shall make air travel arrangements by the most direct route, by coach class, and at the lowest available fare. Pre-payments for transportation may be made by a representative of the UMSON Office of Administrative Services. Reasonable cost of transportation to and from the destination airport (usually by airport shuttle) is reimbursable. Travel to and from and parking at other airports from which travel originates may be reimbursed. Itemized receipts are required for all expenses.

### **Lodging**

Student's choice of accommodations must be reasonable and will ordinarily be those recommended by the conference/event organizers or comparably priced lodging. Student safety is a prime concern. When making arrangements for lodging, please consider issues such as quality and location. It is expected that students of the same gender will share a room whenever possible. Students choosing to stay in their own room are responsible for paying for their hotel accommodations. Personal telephone calls, laundry, hotel movies, mini-bar items, and other such expenses are not reimbursable.

### **Meals**

The maximum daily allowance for meals is determined by the UMSON Office of Administrative Services. Student expenses must be supported by original receipts. Expenses over the maximum allowance will not be reimbursed. Alcohol is not reimbursable.

**Registration Expenses**

Pre-payments for registration fees may be made by a representative from the UMSON Office of Administrative Services.

**Items That Will Not Be Funded**

- Purchase of or reimbursement for the purchase of alcoholic beverages
- Travel costs associated with employment interviews, personal networking, and career fairs
- Entertainment
- Personal transportation and travel costs in excess of the round-trip discount fare to the business destination as well as any other expenses incurred during the personal portion of the trip