

**COLLEGE OF DESIGN  
STUDENT TRAVEL  
Guidelines & Procedures**

**PROCEDURE GUIDELINES:** (in order of requirement)

(Note: a graduate student in RA or TA position may be considered an employee)

Approval: all student travel requires advance, written approval:

- Departmental and Dean level approval is required for all student travel regardless of funding source (distance learning, college, departmental, external, etc.).
- Requests for all student travel (distance learning, etc.) are due in the CoD Business office (Angela Back) by December 1 for spring semester travel and April 1 for fall semester travel. All other requests reviewed on a per case basis.
- Travel destination, dates, estimated cost, potential funding source, and a brief description of the relationship between the trip and academic objective of the class are required for approval.
- Travel request must include anticipated funding from targeted source (distance learning, college, departmental, external, etc.) sufficient to cover student transportation and lodging expenses.  
NOTE: subsidy payments from students will not be considered a funding source. Travel requests requiring subsidy payments from students will only be considered under extenuating circumstances with additional justification defining benefit and curriculum enhancement required.
- Approved international travel within CoD will require students to complete additional paperwork through the Office of International Affairs (see Attachment A, International Guidelines).
- International travel for credit courses conducted abroad established as part of Office of International Affairs' Education Abroad program will require CoD Curriculum Committee, departmental and Dean level approval.

Funding Request: travel funding requires advance approval via the funding request form:

- Completed form is submitted by faculty requesting travel to CoD Business office (Angela Back) and will include travel dates, destination, itemized budget, list of participants, and proposed funding source (distance learning, college, departmental, external, etc).
- Distance learning allotment will be confirmed upon approval of budget/funding request and will include funding for one faculty travel based on formula outlined in most recent Dean's travel support memorandum.
- All other funding request amounts (college, departmental, external, etc.) will be confirmed upon approval of completed form submitted.
- If approved, request for travel requiring subsidy payments from students will include breakdown of cost for each student.
- All approved funding will be expended for designated travel to support student/faculty travel expenses only. Residual balances cannot be carried forward for future use.

- International Affairs-Education Abroad programs will be funded from student fees paid in lieu of tuition determined from itemized budget of total cost to support program. All paperwork, budget and fee payments submitted directly to Office of International Affairs.
- Notice of decision by department head and/or dean will be sent via email with a copy of form in requestor's mailbox.

Motor Vehicle Record (MVR) Release Form: all students required to complete form prior to driving a vehicle (personal/rental) for funded university business:

- Purpose of form is to allow UK Risk Management to conduct license check.
- Criteria for Students to drive a vehicle (personal, rental, motorpool) are:
  - a. Written permission from the Department Chair and Dean.
  - b. Be 21 years of age and have five (5) years of driving experience.
  - c. Have completed MVR form on file prior to driving.
- Complete driver information section of form, sign, copy driver's license in top right corner, write professor's name on form.
- Form only has to be completed one time unless there is a change to license.
- Faculty collects completed form(s) to turn in to Angela Back, 112A PH.
- Copy of form(s) retained on file in Dean's office with original forwarded to UK Risk Management office

Hold Harmless Form: faculty responsible for oversight of forms on a per-trip basis, required for any off-campus travel.

- Purpose of form is for student to assume risk, and release University/CoD from liability.
- Faculty distributes blank forms to students participating in travel.
- Students complete form, sign, and return to faculty.
- Faculty turn in completed forms to Angela Back, 112A PH prior to trip.
- Any student who does not complete the form cannot participate in off-campus travel.

Class Excuses: to participate in off-campus travel students may be required to provide a written excuse to miss class. Faculty can provide letters as requested.

Student Reimbursement Form: after trip student completes form for expense reimbursement approved in funding request (form available in 117 Pence).

- Purpose of form is to document travel purpose & expenses for reimbursement.
- Upon return from travel students have 30 calendar days to request reimbursement. Otherwise re-request/approval of funding is required.
- All travel reimbursements must be disbursed in the fiscal year approved.
- Student will complete reimbursement form, sign, have faculty sign, attach **original itemized receipts**, turn in to Angela Back, 112A PH.
- Form/receipts forwarded to UK accounts payable office for payment, check mailed to address supplied.

**EXPENSE GUIDELINES:**

Faculty in charge of student travel have option of making travel arrangements on a group basis or have students make individual travel plans. If faculty make arrangements on a group basis, work with Angela Back to have group expenses paid by college via the following guidelines. Only travel related expenses identified on funding request form will be reimbursed to students.

Airfare

- Student/group airfare booked through one of the university's preferred vendors: Avant Travel or UK Travel Services (AAA Corporate), can be paid with CoD procard.
- If a non-preferred vendor is used (STA Travel) a quote must be requested via one email to vendor and UK Travel Services (simultaneously), copying Angela Back.
- Forward non-preferred vendor and UK Travel Services quotes to Angela Back for University approval to pay with college procard.
- If designated that students will make individual travel arrangements, airfare can be purchased from any vendor/site with student reimbursed after the trip via the Student Reimbursement Form. (comparison from Cliqbook is required)

Car Rental

- UK Motorpool: (rentals are paid by CoD)  
Student driving vehicle must be on payroll, and meet criteria listed in MVR section above.  
Student driving passenger van, in addition to above must complete certification training at [http://ehs.uky.edu/classes/15\\_pass\\_van/15passtrain.html](http://ehs.uky.edu/classes/15_pass_van/15passtrain.html)
- Rental from external vendor is paid with personal credit card and reimbursed. Completed rental agreement and proof of payment required.
- For external rentals, student satisfying criteria (see MVR section) can be listed as an alternate driver. An employee in charge of the trip must be present in the rental vehicle at all times. For a student to be listed as primary driver and responsible employee not present in rental vehicle, advance/written approval is required, first at Dean's level, then Executive VP level.
- For outside vendor, indicate on rental agreement vehicle is for University of Kentucky travel.
- Decline all extra insurance offered by car rental agency including bodily injury and damage to the vehicle and property.
- Liability associated with the car rental, including bodily injury, property damage and any resulting lawsuits from injured parties is covered by UK as long as all approval requirements have been met and documented for student to be a driver (alternate or primary), **and** additional insurance has been declined.

Mileage

- Students driving a personal vehicle who meet criteria (see MVR section) and in approved travel status can be paid a per mile rate not to exceed the current university mileage rate or reimbursed for gas receipts (designated on funding request form).
- If an accident occurs while driving personal vehicle in approved travel status, personal auto insurance will be primary. The University has excess liability insurance after all coverage from personal insurance has been exhausted.

Ground Transportation

- All ground transportation, i.e. taxi, train, subway, etc. is paid by student with reimbursement made upon return from trip with prior designation.
- No form of ground transportation can be paid with CoD procard.

Lodging

- The three options for paying student lodging expenses are:  
Paid by CoD on a group basis,  
Paid by faculty with personal credit card, or  
Paid by student.
- Reimbursement made to faculty or student upon return from trip with prior designation.
- Original itemized receipt (hotel folio) with proof of payment is required.
- Room service, honor bar, movie charges, etc. are not reimbursable.

Meals

- With prior designation students can be reimbursed for meals based on itemized receipts presented with reimbursement request. Students do not receive a per diem rate like employees, but can have a maximum per day rate designated on funding request. Original itemized receipts are required for any meal reimbursement to students.

Registrations

- Conference registration for group can be paid with CoD procard.
- Any additional charge relating to registration fee, i.e. banquet, tour, etc. must be designated on funding request, and cannot be paid with procard.

Miscellaneous Expenses

- Miscellaneous expenses relating to purpose of trip enumerated on funding request form can be reimbursed upon return with original itemized receipts, and explanation of expense.

2/1/2009

7/1/2009

1. Establish funding approval; requires budget outline and Funding Request form. If distance learning funds apply to request, indicate on request form.
2. Contact STA Travel office (7-4981) **AND** UK Travel office (323-5354) simultaneously to request quote for airfare cost. UK requires us to get a quote from both offices at the same time to pay cost w/ Procard.
3. STA normally has the cheaper rate, and is better equipped to book group travel. Once vendor is established it is important to have the parameters of purchasing the international airline tickets documented:
  - A. Is international student ID required, included w/ purchase of ticket?
  - B. Is there an age limit for “student” designation?
  - C. What is substitution and/or cancellation policy?
  - D. Any deadline to confirm booking (from initiation of quote to finalizing)?
4. Have list of students’ (all participants) names prepared to submit to travel vendor. Names on list must exactly match name as it appears on passport.
5. Get quote from STA Travel office for lodging. They can also confirm reservations. Upon approval this can be paid w/ procard.
6. Establish how much of total cost, if any, will be paid by students. Establish payment schedule (preferably to be paid in full before leaving on trip)
7. Get w/ Angela to go over paperwork and budget.
8. Confirm w/ students valid passports, (unexpired/US or other country) **AND** any Visa requirements depending on length of stay and nationality.
9. Have students complete hold harmless forms. Faculty in charge of trip is responsible for collecting forms from participants. Once all forms have been collected faculty turns in forms to front desk, dean’s office.
10. If applicable, document that required contact hours are met for course requirement. Refer to winter session guidelines for model if needed.
11. Contact Janet Roccanova, Director of Education Abroad w/ the International Affairs office (7-4067 x 229) for the following:
  - a. Clarification of academic requirements.
  - b. Proof of health/international traveler’s insurance for students.
  - c. Education Abroad application packet
  - d. All other requirements relating to academic travel abroad involving students.

2/15/08  
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