



## Student Travel Guideline

Purpose: This guideline addresses the requirements for authorizing College travel, and determining travel expenses that may be covered by the College for Students. Additional Information can be found in the following policies and procedures:

- Institutional Travel Policy 212.
- Institutional Travel Policy 212-01.
- Travel & Relocation Expense Reimbursement for Applications and New Hires 4-1650C.
- Board of Trustees Reimbursement and Travel Procedure 18-01.

### A. Student Travel Authorization Reimbursement Form

A Student Travel Authorization Reimbursement Form (STAR) will be completed anytime a student is traveling overnight or out-of-state. (All student travelers will need to be listed on one STAR to ease the processing of approvals)

- a. Each student line will list if they wish to have advance per diem by direct deposit or check
- b. Other out of pocket expenses description will list out of pocket expenses that are reimbursable to the student including but not limited to a mileage description (if applicable), total mileage, parking, etc. of expenses to be **reimbursed** to the student.
- c. Per Diem Breakdown will be completed to show the amount of per diem requested. This will be done by group if all the same or by individual if different. (Note: Only Per Diem can be requested for advance payment. Please see Expenses below for additional information)
- d. Approvals are to be obtained by the required Administrators based on College's Travel Policy and Procedure 6 to 8 weeks in advance prior to travel.
  - i. The completed STA will be sent to Accounts Payable email [accounts.payable@aims.edu](mailto:accounts.payable@aims.edu) for verification and accuracy of the requested reimbursement totals.
  - ii. After receiving Accounts Payable's approval, their supervisor or Dean approver will authorize the traveler's activity and student travel.
  - iii. The Cost Center Manager approval will be required for any student travel on behalf of the College.
  - iv. The final approval will be the Cost Center Hierarchy Manager's approval. This is required for any student travel that requires overnight or out-of-state travel on behalf of the College.

### B. Spend Authorization(s)

A Spend Authorization will be completed anytime an Aims Representative/Aims Student Representative requests permission for future overnight or out-of-state travel.

- a. Aims Student Representative
  - i. The Aims Student Representative is responsible for controlling expenses at an economical level and ensuring that the College receives adequate value for the amounts expensed.
  - ii. The Aims Student Representative will identify and submit anticipated expenses to be incurred for the benefit of the College and complete a Spend Authorization

request to their supervisor through College approved software and through use of the STAR 6 to 8 weeks in advance prior to travel.

- iii. The Aims Student Representative will include anticipated expense documentation which must reflect the name, date, location, and related cost of the activity (i.e., agenda, meeting flyer, flight schedule, rental car agreement, registration form, etc.)
- iv. The Aims Student Representative will also include anticipated expenses for the student travelers non-reimbursable estimated expenses. (i.e. lodging, airfare, registration etc.) To verify the student travelers, the Aims representative will include the approved STAR form and per diem breakdown.
  1. The STAR form will require the Accounts Payable approval, however, does not require the Supervisor/Dean, Cost Center Administrator, or Cost Center Hierarchy when attached to the spend authorization. This will ease the process of approvals through the spend authorization.

b. Aims Representative

- i. The Aims Representative not responsible for Student anticipated expenses is responsible for controlling expenses at an economical level and ensuring that the College receives adequate value for the amounts expensed.
- ii. The Aims Representative will identify and submit anticipated expenses to be incurred for the benefit of the College and complete a Spend Authorization request to their supervisor through College approved software.
- iii. The Aims Representative will include anticipated expense documentation which must reflect the name, date, location, and related cost of the activity (i.e., agenda, meeting flyer, flight schedule, rental car agreement, registration form, etc.)

C. Expenses

Travel related expenses may be charged to the College either through an Aims P/T-Card or through an approved STAR form (Note: Tax exemption should be honored for in-state purchases made directly by Aims, or if made with the Aims P/T-Card; payments made with personal funds are not tax exempt. Additional information regarding Aims P/T-Card transactions can be found in the Aims P/T-Card Manual. Prior to making purchases with an Aims P/T-Card, proper approvals must be obtained through the spend authorization.)

a. Aims Student Representative

i. Per Diem Advancement

1. Students

- a. The Aims Student Representative will be responsible for submitting per diem advancement to Accounts Payable at least 1 to 2 weeks in advance prior to travel date.
  - i. Students that request direct deposit will be required to submit proper documentation to the [Student Reimbursement Direct Deposit](#) link at least 2 weeks in advance prior to travel. If not received on or before the 7<sup>th</sup> day, a check will be issued. Funds will be deposited into their account 1 to 2 days prior to travel.
  - ii. Students that request check will be required to pick up the check at the Cashier's Office 1 to 3 days prior to travel.
- b. If different accommodations need to be made please reach out to Accounts Payable.

2. Aims Representative and Aims Student Representative

- a. The Aims Representative and Aims Student Representative requesting per diem advancement will be responsible for submitting an expense report from spend authorization at least 1 week in

advance. (Note: Any changes made to the expense report that do not reflect what was previously approved on the spend authorization will require additional approvals and possible delays for advancement could happen, i.e. Cost Center changes)

ii. Travel related expenses

1. The Aims Student Representative will be responsible to maintain and submit out of pocket expenses through an expense report from spend authorization for receipts for College related travel expenses within 60 days (per IRS rules), excluding meals because per diem is provided.
2. The Aims Student Representative will be responsible to maintain and submit Aims P/T-Card transactions through an expense report from spend authorization for receipts for College related travel expenses within 7 business days of the transaction appearing through the College approved software.
3. Note: Any changes made to the expense report that do not reflect what was previously approved on the spend authorization will require additional approvals

iii. Student Travel related expenses

1. The Aims Student Representative will be responsible for submitting all other reimbursable expenses on the STAR to Accounts Payable after the travel has occurred.
2. These expenses are for anything that the student has paid out of pocket for and mileage (if applicable), excluding meals because per diem is provided.
  - a. Receipts are required for expenses over \$25.00
  - b. A new STAR will be required if expenses were not previously approved.

b. Aims Representative

- i. The Aims Representative will be responsible to maintain and submit out of pocket expenses through an expense report from spend authorization for receipts for College related travel expenses within 60 days (per IRS rules), excluding meals because per diem is provided.
- ii. The Aims Representative will be responsible to maintain and submit Aims P/T-Card transactions through an expense report from spend authorization for receipts for College related travel expenses within 7 business days of the transaction appearing through the College approved software.
- iii. Note: Any changes made to the expense report that do not reflect what was previously approved on the spend authorization will require additional approvals.

For any additional questions or for training regarding student travel please reach out to Accounts Payable [accounts.payable@aims.edu](mailto:accounts.payable@aims.edu).

Accounts Payable Contacts

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