

Dean of Students
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[Regulations](#), University Controller's Manual, Student Organization Manual and [Student Government Constitution and Statutes](#).

A. Activity and Service Fees: The term "Activity and Service Fees" refers to the fee established by the FAU Board of Trustees that is collected as a component of tuition and fees. Activity and Service Fees shall be expended for lawful purposes to benefit the Student Body in general. A portion of Activity and Service Fees are dedicated to funding student travel through Student Government.

B. Departmental Funds: The term "Departmental Funds" refers to funding designated to and managed by a University department.

C. Registered Student Organization: The term "Registered Student Organization" refers to a student organization that is officially registered with Student Activities

This money is housed in a University Agency account or account.

E. Student: The term "student" refers to any person taking o

campuses or sites and paying Activity and Service Fees. Persons who are not officially enrolled for a particular term but who have a continuing enrollment at FAU are considered "students". Student Status will be verified by the academic degree program in which the student is enrolled.

- F. Student Travel Award: A "Student Travel Award" refers to the amount awarded to an individual by way of the Student Travel Application process. The funds are allocated by Student Government, in the Activity and Service Fee Budget.
- G. Student Government (SG) Programs: The term "SG Programs" refers to designated, funded agencies of Student Government that include but are not limited to: Program Board, Multicultural Programming, Homecoming, Students Advocating Volunteer Involvement (SAVI), Council of Student Organizations (COSO), Night Owls, Psychoeducational Programming (PEP Talk), Graduate and Professional Student Association (GPSA), University Press, Owl TV and Owl Radio.
- H. Student Travel: The term "student travel" refers to all student travel related to the University, including but not limited to, international travel and regardless of need for funding and/or funding source (i.e., Activity and Service Fees, Revenue Funds, Departmental Funds). All student travel is governed by these procedures.
- I. Group Travel: The term "Group Travel", for the purpose of student travel, a group is defined as two (2) or more individuals. Once two or more individuals are traveling to the same event, the travel is considered group travel.
- J. Sport Club Travel: The term "Sport Club Travel" refers to all Sport Club travel related to the University regardless of the request for funding and/or funding source (i.e., Activity and Service Fees, Revenue Funds, Foundation Accounts, Departmental Funds). All Sport Club travel is governed by these procedures and are subject to internal audit.
- K. Spend Authorization (SA): The term "SA" refers to the electronic request that notifies the University of travel and encumbers funding for that travel in the University's finance system, Workday.
- L. Expense Report: The term "Expense Report" refers to the electronic request of reimbursement from the University for travel, in the University's finance system, Workday.

- D. If a group or individual is requesting a Student Travel Award, they must complete and submit their completed travel application and supporting documentation in advance of their travel via Owl Central by the deadlines specified in Section V(1).
- E. If a student group or individual student is traveling, they must notify the University of their travel plans in advance of their travel via Owl Central by the deadlines specified in Section V(1).
- F. Undergraduate students enrolled a minimum of half time are eligible to apply for a Student Travel Award. Half time status is considered six (6) credit hours for undergraduate students and three (3) credit hours for graduate students. Students who are not officially enrolled for the summer term at the time of travel, but who w V(1), r A ergC

Student participants in events/programs/activities abroad outside of formal study abroad programs must register with the Education Abroad office and must purchase the University approved international health and travel insurance for the duration of the university related travel. Those processing Notification to Travel applications will notify the Education Abroad Office of applicants and the Education Abroad Office will contact applicants to assist them with purchasing international health and travel insurance.

Contact goabroad@fau.edu or call 561 297 1208 for assistance with this process.

- B. Students who request travel that is in their home country (if outside of U.S.A.) must provide a justification letter from their faculty advisor on how the conference is directly related and necessary for their educational program. This information will be used to determine if travel will be granted by the Student Travel Committee.

V) PROCEDURES FOR APPLYING TO NOTIFY THE UNIVERSITY OF YOUR TRAVEL AND/OR APPLY FOR STUDENT TRAVEL AWARDS

Below are the steps you must take to submit an application to notify the University of your travel plans or apply for a Student Travel Award:

Before you apply: Please note that when you apply for your reimbursement in Step 3, the University may submit your reimbursement as a credit to your student account, a direct deposit, or as a check. In addition, your reimbursement maybe taxable and if you are an international student, you may be required to complete additional paperwork. Your reward amount may be reduced by any obligation due to the University. If you have any questions regarding payment distribution, please contact the FAU Controller’s Office at webcontroller@fau.edu.

1. Apply on Time

There are deadlines for applying to notify the University of your travel plans and to request Student Government sponsored travel awards. The deadlines are outlined below:

Domestic		International	
Notification Only	Requesting SG Travel Awarded	Notification Only	Requesting SG Travel Awarded
10 business days prior to your departure date for Non funded domestic travel for Undergraduate and Graduate (Any applications submitted less than 10 business days may be reviewed on a	15 business days prior to your departure date for funded domestic travel for Undergraduate Research 20 business days prior to your departure date for Funded domestic travel for	30 business days prior to your departure date for Non funded international travel for Undergraduate and Graduate	30 business days prior to your departure date for Graduate Research/Non Research International Travel 30 business days prior to your departure date for Undergraduate Research

case by case basis for consideration)	Undergraduate Non Research 25 business days prior to your departure date for Funded domestic travel for Graduate		International Travel 30 business days prior to your departure date for Undergraduate Non Research International Travel
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*See page 11 for Sport Clubs travel deadlines

2 Apply to notify the University of your travel plans and apply for a Student Travel Award

All student travelers are required to notify the University of their travel plans. Student travelers may also apply to receive a Student Travel Award, sponsored by Student Government, to aid in travel costs. These processes are done via Owl Central using one Owl Central form and the following documents are required:

A. To notify the University of your travel plans, the following will be required:

Student Travel Code of Conduct and Release of Liability forms

- o [Download the Individual Form](#)
- o [Download the Group Form](#)

Proof of Conference or Event

A list of group members traveling with each traveler's name, z number, email, phone number, address, primary campus location (if applicable) **Using the following form only:** [List of Travelers Form](#)

A Letter of support from RSO Advisor or Faculty Advisor (1 per group)

If you are not seeking a Student Travel Award from Student Government, the above, steps are all that are required, else continue to B below.

B. To apply for a Student Travel Award, the following will be required:

Each traveler must read the Student Travel Procedures.

Each traveler must complete Student Travel Training, once a year, when applying for Student Travel Awards.

Gather the following:

- o [Travel Checklist](#) (1 per trip)
- o A Letter of Justification for travel, explaining why you are traveling (1 per group)
- o Confirmation of presenting or competing (if applicable) **(NOTE: If you do not have confirmation prior to the due date of your Student Travel application you must still apply on or before your due date.)**
- o A one page abstract on your presentation or provide the events description of your competition.
- o Proof (screenshots) of Estimated Cost (i.e. hotel, airfare, registration, rental car,

Rental Cars The State of Florida has entered into an agreement with Avis to use only their rental cars, unless a lower net rate can be secured from another company. Written justification, including cost comparisons, must be provided if a different company is used. Avis is a designated University vendor who will provide discounts when signing up for Emerald Club. A written justification is required when renting a vehicle other than a compact car.

Students are required to pay for gas out of pocket and should follow instructions about returning the car with the appropriate levels of gasoline. Gas receipts must be itemized and show how many gallons were purchased.

Mileage Reimbursement for Personal Cars Students who plan to drive their own cars to attend a conference/event may be reimbursed for mileage at the Florida Statutory Rate of .445 cents per mile and tolls. All travel must be by the most direct and economical route available. A map showing point of origin to destination must be provided. Gas expenses are not reimbursable for students who plan to drive their own vehicles.

Hotel/Lodging Accommodations Make sure the establishment puts your name on the room. Make sure the hotel can provide an itemized receipt

the Graduate and Professional Student Association Travel Committee, and the Undergraduate Research Travel Committee:

1. Undergraduate student travel will be approved by the Undergraduate University Wide Student Travel Committee (UUSTC). The UUSTC will allocate money from the University wide Travel Fund. The Vice President for Student Affairs or designee shall approve the members of this committee. To serve on the UUSTC, a student meet the minimum student leader qualifications as stated in University Regulation 4.006. The UUSTC shall be comprised of 4 voting student members and 1 non voting member of the University administration as outlined below:
 - a) University Wide Chief Financial Officer, as chairperson
 - i. If there is a vacancy, SG Vice President will assume responsibility
 - b) Campus Treasurers, if vacant, Campus Governors will assume responsibility
 - c) Director of Student Activities & Involvement or designee – non voting and will assist the chair with administration of the applications
 2. Graduate student travel will be approved by the Graduate and Professional Student Association. The GPSA voting membership shall be comprised of 3 voting members.
 - i. GPSA Associate Director
 - ii. (1) of the (2) GPSA Assistant Directors
 - iii. GPSA Program Coordinator
 3. The Undergraduate Research Travel Committee (URTC) will approve undergraduate research travel. To serve on the committee a student must meet the minimum student leader qualifications as stated in University Regulation 4.006. The URTC shall be comprised of 3 voting members with 1 member serving as the chair. The members of the committee are appointed by the Associate Vice President/Dean of Student's Office.
- B. Prior to the end of each academic year, the chair of each committee will meet to review the Student Travel Procedures in order to review the processes and ensure it is working effectively. This meeting will be coordinated by the Director of Student Activities & Involvement.
- C. In the case there is ever a time when membership of the committees is not active, such as finals, summer, winter break, etc., (or representatives have not been appointed), the Dean of Students or designee will be responsible for approving requests that are properly submitted.

VIII) Student Travel Appeals

The appeals process is designed to assist students that have serious extenuating circumstances and are seeking relief from the travel committee regarding their decision. Appeals must be initiated no later than 30 business days after the denial notification is sent from the travel committee. Late appeals will not be reviewed. A student may submit an appeal based only on the grounds listed below. Documentation supporting your appeal is required. You may be eligible for an appeal if:

1. You met the minimum eligibility qualifications at the time you submitted your application.
2. In processing your application, there was an error at no fault of yours. Please note that an error made by you (the student) does not constitute grounds for appeal.
3. You have a medical, extended physical/mental illness or debilitating injury/accident.
4. Unforeseen military orders.
5. Death to an immediate family member. An **immediate family member** is defined as a parent; sibling; child by blood, adoption, or marriage; spouse; grandparent or grandchild.

Visit "[Student Travel](#)" to access the Appeal form.

Note: A change in employment (or work schedule) does not constitute an "extenuating circumstance".

Gather all supporting documentation to upload with your appeal. Appeals submitted without supporting documentation will be denied and cannot be resubmitted.

Documentation may include, but is not limited to:

1. Official notification from registrar's office showing you met the minimum eligibility requirements to travel.
2. Proof that there was an error in processing your application at no fault of your own.
3. Medical documentation with signature from medical staff.
4. Documentation of unforeseen military deployment.
5. Death Certificate, Obituary, or Funeral Program of immediate family member. Must be able to demonstrate that the family member is "immediate".

Decisions made by the Student Travel Committee for travel awards can only be appealed to the Appeal Committee. The Appeal Committee decision is final and cannot be resubmitted. Only one appeal can be submitted per travel application.

IX) PROCEDURES FOR SPORT CLUB TRAVEL

Events Beyond 25.0 Miles from Campus

Please follow the steps below to apply for Sport Club travel beyond 25 miles (driving distance) from the Boca Raton Campus:

1. A Sport Club Council Travel Request Form must be submitted via Owl Central by the required deadlines:
 - At least 15 business days in advance for funded travel
 - At least 10 business days in advance for unfunded travel
2. Each traveler must read the Student Travel Policy. Download the Student

- B. Should any improper student conduct occur during the course of the travel period, the student and/or student organization will be immediately referred to the Dean of Students Office to take appropriate action at fau.edu/report.

- C. Failure to comply by the Student Travel Procedures may result in the following:
 - 1. Referral to the Dean of Students Office.
 - 2. Charges placed on the Student's Account corresponding to any fees not authorized by University.
 - 3. Freezing of a Registered Student Organization account.

Removal of these holds will occur after the appropriate travel documents are complete and travelers have abided by the above listed policies and procedures.

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