Travel Reimbursements for Students

If your grant will fund student travel, as the PI you will have to submit the travel expenses into concur for the students. You will have to fill out and provide a non-employee spreadsheet with the students' information to the travel department so that you can be the Delegate in concur for the student(s).

[Non-employee Travel Reimbursement Process | Travel | CSUSB](#)

Provide a complete excel sheet with the student's information to the travel department.

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- o Vendor IDs will be created for each student by the travel dept. and they will be added to your concur profile.
- o You will have access to their profiles acting as a delegate to submit their travel expenses.

Non-Employee Spreadsheet: https://www.csusb.edu/sites/default/files/Non-EmployeeSpreadsheetTemplate.xlsx


Per the Travel Website:

A student may be reimbursed for travel expenses when there is a direct connection between the expense and the business purposes of the University…The business purpose of the travel must be substantiated on the Travel Expense Claim, or other substantiating documentation must be provided, such as a copy of the meeting/conference program. Travel will be considered to have a university business purpose if the travel:

- Directly supports a faculty member's project or research program, or
- Is an integral part of the student's degree work, e.g. attend a conference; visit a field site or laboratory facility, or
- Is required for attendance at student-oriented meetings, student government events, University athletic events by student athletes, and the like, or
- Enables the student to attend a conference to present research findings for the University or to act in some other capacity on behalf of the University.

UEC travel Policy: [310.0 Travel_Policy updated.pdf (csusb.edu)](#)

- Travel for students will have to be covered up front by the students and expenses will be reimbursed after they are incurred.
  - o Cash advances cannot be issued for students and campus cards cannot be used.

- When travel includes an overnight stay the meal per diem is up to $55 per day. (Please note that some grants may have a different per diem, it's important to know what the grant will allow.)
    - Breakfast $10, Lunch $15, Dinner $30
        - Per diem rates are used without receipt.
    - Any expense over $25 will require an itemized receipt.
    - Alcoholic beverages will not be reimbursed.
- Per CSU travel guidelines the allowable lodging per night is $275, not including taxes or other related charges.
    - If the lodging rate exceeds the $275 maximum, a justification for the higher rate must be included on the Travel Expense Claim Form. Justification for a higher rate could be geographic region, season of travel, or the necessity to stay within certain facilities.
- Reimbursement for Mileage
    - Mileage may be claimed for the distance traveled from point of origin to the destination and return or from CSUSB to the destination and return to CSUSB, whichever is shorter. Mileage will be paid at the federal rate. The rate will be published annually by the Chancellor's Office.
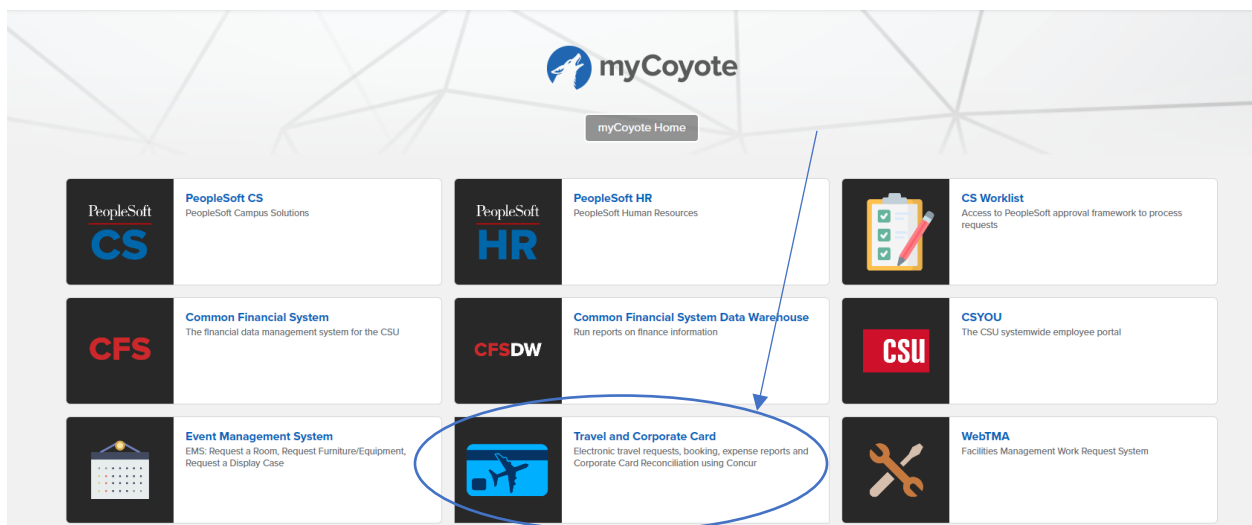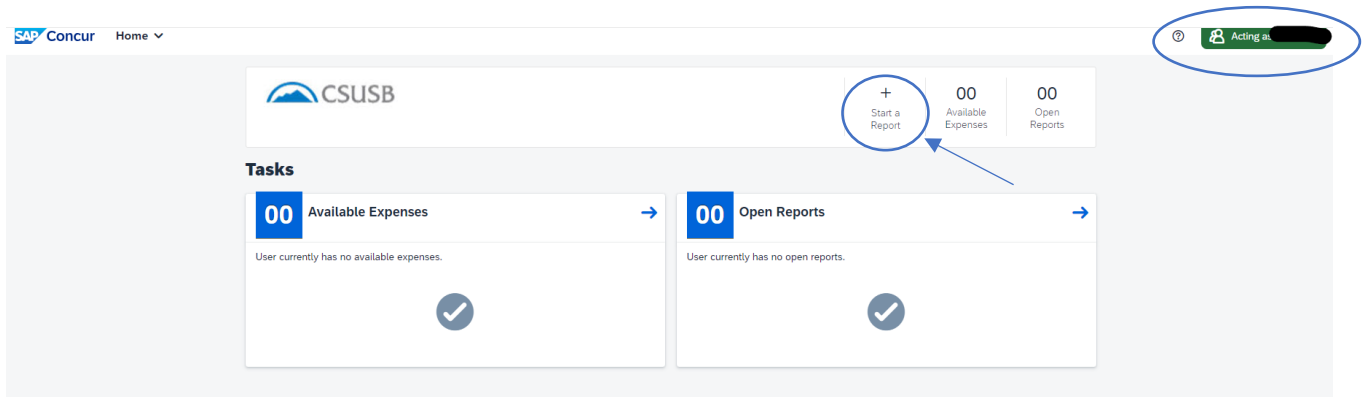
Submitting Expense Report for Students

- Once you are logged into concur > click on the blue profile button at the top right corner of the page > click on act as another user > you can search for the student's name in the search bar or click on the down arrow and select the student's name > Switch.
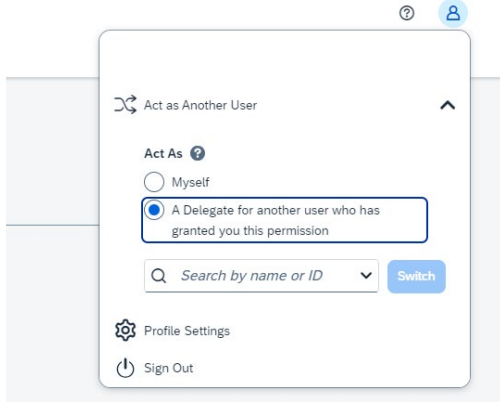

You Should now see acting as "student's name" on the top right corner.

Now that you are in the student's profile you can now start the expense report. > Click on start a report > enter details.

For the business purpose, please use Participant Travel. Select **Participant Travel W/F&A**, this should then code the expense to the correct account 622803.

The college analyst should be selected as the approver when submitting the report. Once the report is created you will need to add the Sponsored Fund Approver. Open the report > click on report details > report timeline > edit approval flow > add the Sponsored Fund Approver > select your grant RA.
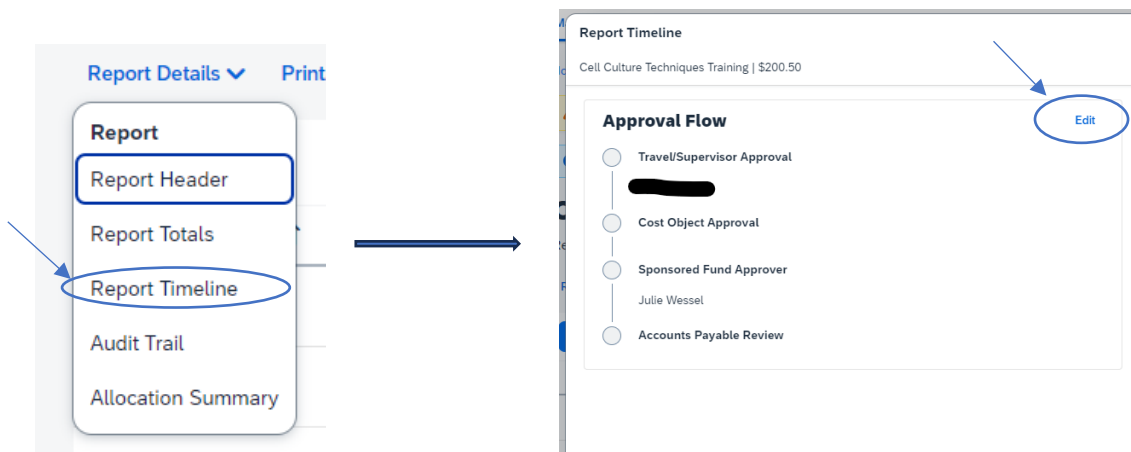
*If the lodging is included in the travel but the student is not claiming it as an expense (lodging is provided by the vendor or paid separately through a PO) it will be important to note this in the comments section so that the travel department is aware that lodging is included in the travel trip.

- As rule of thumb for student travel expenses, the per diem meal rates are used rather than the actual expense values. If you use actuals you will be required to attach the receipt.
  - Breakfast $10, Lunch $15, Dinner $30

- - Per diem rates are used without receipt.
  - Any expense over $25 will require an itemized receipt.
  - Alcoholic beverages will not be reimbursed.

- Once the travel expense has been submitted, send an email to the travel department letting them know you have submitted the expense report. Include the students name and report ID so that they can review the report and submit it for approval.