

## **Student Travel Policy Fall 2011**

### **Required Travel Registration Form for Student and Student Organization Travel**

All student and/or student organization travel utilizing UPAC or ASA funds must complete the Student Travel Registration Form and submit a travel itinerary prior to the departure date. The Student Travel Registration Form must be submitted to 230 HUB. Student Organization travel includes, but is not limited to, all modes of transportation, lodging, and registration for conferences, competitions, performances, service trips, field trips and student organization retreats.

**Failure to complete this form thoroughly and accurately prior to travel will result in the individual and/or student organization not being eligible for reimbursement for travel expenses.**

### **Approved Transportation**

Students may book their own air travel using any nationally recognized airline through the airline itself, a travel agency, or the internet. If a student organization is chartering a bus, the company must be listed on the University's approved charter bus list

(<http://www.controller.psu.edu/Divisions/RiskManagement/vendors/buslines/>).

This applies regardless of the source of funding (UPAC, ASA account, academic departments, individuals, etc.).