

## Policy for Student Travel for NSU-KPCOM

When traveling for NSU-KPCOM purposes, students must adhere to the following instructions in order to be reimbursed. These policies ensure that the reimbursements can be considered. You may not be reimbursed if you fail to comply or if you do not provide the necessary documentation.

### Airfare or other transportation:

1. Once your travel request is approved through the Office of Student Affairs, your flight should be booked on your own and you will provide all travel receipts/invoices to Student Affairs upon your return.
2. When submitting all receipts, please include your name as it appears **EXACTLY** on your driver's license, your student ID N#, and preferred mailing address (this is where your check will be sent).
3. Note that we do not reimburse you if you book your airfare through Spirit Airlines.
4. When checking in luggage that you need to pay for, keep the receipt from the airline that states that you paid for each piece of luggage. NSU will no longer accept a blacked out credit card statement.
5. Please request a receipt for transportation (taxi/shuttle/Uber) whether you pay in cash or credit card. The receipt does not need to be itemized but needs to show travel to and from (i.e., dinner to hotel, or airport to hotel).
6. Please provide invoice if you purchase a rental car. Gas will be reimbursed based on receipts.
7. If you drive your own car, you will be reimbursed based on mileage at a rate set by NSU each year with a 600 mile maximum.

### Hotels

1. Hotel rooms can be booked on your own. Please submit the hotel reservation/confirmation along with an invoice, agenda, or email regarding the conference dates at least **8 weeks** in advance. Retain an itemized receipt of the cost of each day of your hotel stay.
2. If you are sharing a hotel room with someone else, please indicate the name of the other student. Each of you will need to submit a paid hotel folio and proof of each student's payment for incidental charges.
3. We must have a copy of the hotel folio with a zero balance when you check out.
4. **Third party services will not be prepaid. (i.e. Expedia, Orbitz, Booking.com, etc)**

### Meals

1. **ALL** receipts must be itemized, or you will **NOT** be reimbursed. NSU does not reimburse for alcohol.
2. When ordering in a group setting, please ask for separate checks.
3. The **maximum** amounts per day for meals are **\$10 for breakfast, \$15 for lunch, and \$25 for dinner.**
4. If a meal is provided through the conference registration, you will not be reimbursed for food purchased on your own.
5. If you purchase a ticket for a meal as part of the conference, please make sure that you are given a receipt that states you PAID IN FULL.
6. Be aware of NSU **20%** tipping policy. Tips exceeding 20% will not be reimbursed.

### Other Expenses/Information

1. The conference meeting registration and brochure/agenda, or a means of stating the purposes of the conferences and activities for each are to also be submitted with all other receipts.

**\*Reimbursements CANNOT be submitted until ALL items for reimbursement are accounted for.**

**\* I have read and understand the above policy for reimbursement. I acknowledge that failure to comply with this policy will result in my reimbursement being denied. Approval does not guarantee full reimbursement if requirements aren't met. Request for reimbursement must be submitted as soon as possible or within 30 days of your return. You will not be reimbursed if you submit receipts later than 30 days from the last day of the trip.**

Name of conference and dates: \_\_\_\_\_

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_