

# CP – 5.1.16

## STUDENT TRAVEL

---

*Related Board of Trustees Policy: BP 5.1*

*OPR: Vice President for Administration*

*Approval: May 2012*

*Revisions: October 10, 2017; April 10, 2018*

---

### **STUDENT TRAVEL**

Students who travel on official college business and whose expenses are paid or reimbursed by the State of North Carolina are subject to the same regulations as employees, including statutory subsistence allowances, to the same extent as college employees. Travel by students for the purpose of participating in athletic contests and activities of student organizations must be paid from funds supporting the particular organization or activity, not state funds, and must follow the statutory subsistence allowances as well. Student travel through a non-state or non-pass through grant may be exempt from statutory subsistence allowances and regulations regarding meal reimbursement for non-overnight trips if the funding authority has given prior approval for such expenses. Grant managers should verify if this is applicable to their grant before planning trips for students. In addition, state funds shall not be used to charter transportation for student field trips *unless* the field trip is a mandatory course requirement and must be part of the course outline from inception.

All students must submit a *Travel Request* and a *Student Travel Release* regardless of reimbursement.

- *Travel Requests* may be completed by the department administrative assistant via E-Forms at <https://eforms.cravencc.edu/index.aspx> or via paper forms downloaded from <http://cravencc.edu/faculty-and-staff/forms/#financialservices>, under travel.
- *Student Travel Release* forms can be downloaded from <http://cravencc.edu/wp-content/uploads/2014/06/travel-release-form.pdf>.
- The Vice President for Students must approve the request prior to departure, regardless of the mode of travel.
- Specific written authorization must be given in advance for any excess lodging and registration fees.
- The approved travel request is used to encumber funds for transportation, lodging, and meals. The *Travel Reimbursement* form must be completed and filed along with required receipts in order to receive reimbursements.

For complete state policies regarding travel, consult the *Accounting Procedures Manual and Reference Guide--Section I: Fiscal Procedures. Section II Travel:* <http://www.nccommunitycolleges.edu/finance-operations/budget-accounting/accounting-procedures-manual>

[Return to Table of Contents](#)