

Student Travel Policy Effective Fall 2008

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 traveling. If any UPAC funding is utilized, the Student Travel Registration Form must be submitted to 229 HUB. If funds from your ASA account are being utilized, the form must be submitted to 230 HUB.

The University requires contact information (phone number, student ID#, and user ID) as well as a detailed itinerary to be submitted for each traveler. This information is required for all individual or group travel, including air travel, bus travel, car travel (personal, rental, or fleet vehicle), and train travel. **If you fail to complete this form thoroughly and accurately prior to travel, you and/or your student organization will not be reimbursed 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.).