

# Student Travel Procedures

## Student Employee Travel

- All Student employee travel **that relates to their employment** should be submitted in Chrome River (CR) under their name/user profile. Access to CR is driven by an EPAF and is usually granted five business days after their email account becomes active. If a student will be traveling, but does not yet have access to Chrome River, complete a Travel Pre-Approval Exception form. Once they have a CR profile, create their pre-approval. [Link to Travel Pre-Approval Exception form.](#)
- Travel authorizations and reimbursements will follow the same travel procedures and policies as university employees.
- Department P-cards can be used to charge travel costs for student employees who are traveling with another employee or those students who have a P-card in their name. Use the CR P-Card - Reassign Transaction Request to move the charges into the student's wallet. [https://uidaho.co1.qualtrics.com/jfe/form/SV\\_eIGxDGxnsMKF7Mi](https://uidaho.co1.qualtrics.com/jfe/form/SV_eIGxDGxnsMKF7Mi)

## Student Non-Employee Travel

- If students need to pay for their own travel costs, you can reimburse them with a Claim Voucher through VandalWeb.
- If students are traveling **with** a faculty/staff representative, the employee may use a P-card to pay for student travel expenses, except meals. All student charges will need to be reconciled and included in the employee's travel expense report. If the student is given per diem, have them sign a receipt showing how much cash they were given.
- If students are traveling **without** a faculty/staff representative, the department may use the pcard to pay for all student travel expenses, except meals. Reconcile the student's charges as a CR Non-Travel (NT) Expense Report in the cardholder's employee profile. Provide the names and V-numbers of the students in the comment section.

## Student Travel – Athletic Team and Student Groups

**Travel Expenses of Others:** When one UI employee, such as a coach, athletic director or group leader, pays for the travel expenses of the team or group members, do the following when preparing the travel reimbursement request.

- Include an itemized receipt for meals provided to teams or group members as well as proof of payment. List all of the individuals' names who attended the meal; this can be a travel roster, uploaded once in the CR report.

**One-Day Trips:** Meal expenses for an athletic team or student group on a one-day trip may be reimbursed at actual cost instead of the per diem allowances.

- An itemized receipt is required.
- Coaches, trainers, or group leaders who accompany and are responsible for the care, custody or control of the team or group are also eligible to participate in the meal.
- The request for reimbursement must state that the expenses result from a trip by an athletic team or student group. List all of the individuals' names who attended the meal.

**If you have any questions about travel, please email [crtravel@uidaho.edu](mailto:crtravel@uidaho.edu)**