

Guidelines for Student Travel

Supported by William Paterson University Funding

1. All costs associated to a travel must be incurred by the traveler **only**.
2. A student cannot pay for any part of another student's travel, and seek reimbursement.
3. Receipts submitted for airfare, hotel, and/or registration must show the student's name, and payment information and they must match. Airfare reimbursements require the airfare itinerary receipt showing the student's name and method of payment.
4. All credit card slips MUST HAVE an itemized receipt attached, or it will not be reimbursed.
5. Expenses that will not be reimbursed during travel:
 - a. Alcohol;
 - b. In room movies;
 - c. Car service at destination to go out to dinner, or any other venue of personal preference;
 - d. Incidentals;
 - e. Meals (per diem or by receipt) unless approved in advance of travel;
 - f. Anything else not pre-approved and supported.