



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
BU-1.1.22	Student Travel	07/01/2007	

I. Overview

Students may be reimbursed for travel expenditures from state funds in three types of situations. A student who is a Bainbridge College employee may be reimbursed in situations where the student is an employee of the institution and have incurred travel expenses associated with their job duties. Also, Bainbridge College students who are not employees, but have incurred travel expenses while providing a service to the institution such as, presenting papers at or attending a professional conference as a representative of the institution. Student Activities funds may also be used to reimburse travel costs incurred by a student or group of students when representing the institution or a recognized institutional student organization funded or approved by the Bainbridge College Student Activities Committee.

II. Student Employees

Students must be employees of Bainbridge College and the travel must provide a service to the College in relation to their job duties. Students may not be reimbursed for travel where the primary purpose is to benefit the student in personal development and/or course related activities or degree requirements.

III. Per Diem Travel to Non-Employee Students

In situations where non-employed students travel for the benefit of the institution and/or to participate in activities in support of the mission of the institution, the student may be reimbursed on a per diem basis for travel costs incurred as part of their participation in such activities. The primary purpose of the student's participation in such functions must be in the capacity of service to the institution rather than travel costs related to course activities, degree requirements, or personal development.

IV. Student Travel Funded by Student Activities Funds

In situations where the College has the opportunity to involve students in off campus experiences related to the mission of the College and the travel is not related to the student's employment duties, Student Activities



funds may be used to promote participation in programs that promote the mission of the institution rather than fulfillment of the individual student's degree requirements.

Travel approval is obtained from the appropriate Student Activities budget manager and the Vice President for Student Affairs. Travel is reimbursed based on Bainbridge College's Travel Regulations and reimbursement is requested by completion of the Bainbridge College Travel Expense Statement which is submitted to the Business Office.