



Student Travel at Kennesaw State University

Payment can only be provided by KSU for students who are authorized to travel for participation in academic programs and sanctioned student events to include athletic and recruiting events. Students include individuals enrolled to take classes at an institution, including students enrolled in Continuing Education, and individuals being recruited as potential students. GRAs/GTAs are employees of the University and approval of their travel is administered as such (although their travel is not processed through Concur).

Authorization and payment for non-employee student travel is limited as detailed below. Funding for authorized student travel can be provided in the following ways:

- Intercollegiate athletics team participation – coordinated and paid for directly by the University (or KSU Athletic Association).
 - RSO travel – Travel information can be found in the RSO manual on pages 22- 23.
 - Study Abroad – Paid by the participating students. Coordinated through the Office of Global Education.
 - Academic or Research Programs:
 - Non-grant funded – Payment by KSU for student travel (not addressed above) is limited to travel related to academic and research competencies as defined by the program or associated with participating in academic conferences or recruiting events, with priority given to those students who will be presenting. The following types of participation will be considered for funding:
 - Research Paper or *Project Presentation.
 - Roundtable or panel discussion
 - Poster presentation
 - Working at a KSU table or booth
 - Receive an award
 - Activities recommended by a graduate student’s mentor or thesis advisor, tied to academic and research competencies of the program as defined by the college’s student success metrics.
- *Project presentation is meant for those disciplines that are not necessarily conducting or presenting research, but rather showcasing scholarly work, such as those that pertain to certain programs.

The Graduate College provides some funding for this, and additional information and procedures are available on their website.

<https://graduate.kennesaw.edu/student-resources/graduate-student-awards.php>

Student Travel Booking Rules and Reminders

When booking travel, please use your own credit/debit cards or PayPal accounts to book travel. KSU will only reimburse the person who has incurred the expenses. A bank statement may be requested by Fiscal Services as proof of payment.

Students should book Economy class airfare. If they would like to upgrade their airfare, they may do so at their own expense.

Airbnb, Homeaway and VRBO are not allowable for domestic business lodging. If selected, the lodging cost will become non-reimbursable.

If sharing a hotel room with another KSU student, have only one traveler make the reservation. That traveler will be the only traveler reimbursed for lodging.

Students should rent compact cars when renting a car. SUVs or other large vehicles are not reimbursable unless there are more than 4 people or a large amount of equipment being transported.

All receipts must be itemized receipts. A screenshot of your final payment is not acceptable as a receipt.

- Airfare – a complete itinerary including your name, the to/from flight information, the total billed.
- Hotel – an itemized hotel bill showing your name and each night's rate and applicable taxes. The receipt you receive when you check out is the best receipt to provide.

Some student travel expenses can be paid via the student's department's company credit card. If you would like to have any of the following travel booked by the department, please let Ms. Harman know (Travel request must be approved a minimum of one month prior to trip to take advantage of this service as bookings take one to two weeks to process).

- Airfare
- Hotel
- Conference Registration