

## Student Group Travel Check List

- Allowable Business Purpose – Verify using [Allowable Cost Matrix](#).
- Registration
  - Paid on P-card.
  - Paid through OwlPay.
  - Students personal pay method – Reimbursement after travel.
- Airfare
  - Booked on P-Card.
  - Booked through Travel Agency – Contact Travel for current listing of travel agencies.
  - Students personal pay method – Reimbursement after travel.
- Lodging – Make sure any contracts are submitted to [Contract Compliance](#) for review.
  - Paid on P-Card.
  - Booked through Travel Agency – Contact Travel for current listing of travel agencies.
  - Direct bill from hotel – Must state in contract that prepayment is required.
  - Students personal pay method – Reimbursement after travel.
- Ground Transportation
  - Driving – Please contact [Insurance and Risk Management](#) to ensure the correct training as been taken.
    - Rental Car – Any vendor. Can be paid on P-Card or by student.
    - Personal Car Mileage – Complete comparisons to ensure lowest cost to travel.
  - Bus – Check with [Procurement](#) for contracts on bus vendors.
  - Taxis/Uber/Lyft – Paid by student – Reimbursement after travel.
- Meals
  - Catering – Direct billed to the University.
  - Students personal pay method – Reimbursement after travel.

If providing vendors with any student information, please send them the following disclaimer:

*Attached please find the list of student travelers. Please note that the attached includes personally identifiable information being provided only for the purpose of securing travel accommodations. We expect that [insert agency name] will protect the confidentiality of such information and only use it for the purpose of booking travel. If you cannot comply with that expectation or believe you have received this in error, please notify us immediately by responding to this email and deleting the attachment. Thank you!*