



### Guidance for PSD Student Travel for Business/Research

Students may be reimbursed for **expenses incurred from travel** for **University business or research**.

Before you plan your travel, speak with your PI and Student Affairs Administrator to find out which expenses will be covered and how to submit the reimbursement.

#### Transportation Options

For travel, students may choose their primary mode of transportation:

Mode	Reimbursable Costs	Non-reimbursable costs
Train	Standard fare‡	
Bus	Standard fare‡	
<a href="#">Rental car</a>	Insurance on car rentals when <b>traveling abroad</b> (suggested)	Insurance on <b>domestic (US or Canada)</b> car rentals
<a href="#">Personal car</a>	Mileage* Road tolls Reasonable parking fees	Fuel costs
Air	Standard available coach airfare‡ Airline baggage fees	Voluntary fees (such as early boarding or economy plus upgrades)
Local transportation at destination	Public transit Taxis Ferries	

‡ Whatever method is chosen, the traveler cannot be reimbursed for more than the standard available coach airfare for the equivalent journey.

\* If using a personal car, the traveler can be **reimbursed for mileage** (not fuel costs) at the [standard mileage rate](#) during the time of travel (72.5 cents in 2026). Students should include a map indicating travel routes, including starting point and end point, and total mileage.

There are a few things to keep in mind **when using federal funds for airfare**:

- In order to comply with the [Fly America Act](#), a US airline or flight code-shared with a US airline must be used. The receipts and ticket stubs must be able to demonstrate the airline and any code-sharing.

- Foreign airlines may be permitted under other limited circumstances depending upon agency rules. If one intends to use a foreign airline, the Financial Administrator should be consulted in advance to determine how the expense should be handled.
- If the airfare does not comply with the Fly America Act, then it must be charged to an internally funded account or paid for by the traveler.

### **Lodging**

The University will pay for standard room rate lodging when on valid University business travel.

### **Receipts and Reimbursement**

While receipts for expenses over \$75 must be retained, as a best practice, students **should retain receipts for all travel-related reimbursements**. This will assist the Staff Submitter and Approver in processing the reimbursement in a timely manner.

#### ***Receipt Requirements***

- ✓ **All receipts must indicate both *what was purchased and proof of purchase*** (travel itineraries and reservation confirmations are not sufficient substitutes)
- ✓ **Itemize all reimbursable expenses** when completing the reimbursement request (including those for which receipts are not required or missing)
- ✓ **All lodging receipts**, regardless of amount, must be retained
- ✓ The reimbursement must be **based in US dollars**. Any receipts in foreign currencies must be converted using the prevailing rate at the time of the transaction or on the last day of travel. The currency conversion method should be included with the receipts
- ✓ Even **meals and taxi trips should have detailed receipts**. When expecting reimbursement, retain both the itemized meals receipt and the payment receipt. Likewise with taxis, ask the driver to fill out the receipt and sign it or request one from the cab company afterwards.
- ✓ Attach all receipts and itemizations to a completed [Student Certification for Business Related Reimbursement Form](#) when submitting for processing.

### **Additional Information**

- Per diem for meals and incidentals (funding provided in advance) is not available to students.
  - Travel meals for which itemized receipts are provided are available to students; students can be reimbursed after travel.
- While travel meals are allowed on federal grants/contracts, alcohol is always prohibited.