

New Student Expense Report Policy – travelND Expense

On Tuesday, July 1st, 2014, the travelND expense report policies used to reimburse graduate and undergraduate students in travelND will be consolidated into one policy. The new *Student Expense Policy* will be used to reimburse both graduate and undergraduate students. Faculty and staff members will now be able to submit expense reports and fellowship, scholarship, award (FSA) payments on behalf of both graduate and undergraduate students.

Associated Timeline:

- **July 1st** -
 - *New Student Expense Policy* is available in travelND. Use the new policy for all student reports.
 - *Undergraduate Student Expense Policy* is removed from the expense report header 'Policy' list.
- **July 8th** -
 - *Graduate Student Expense Policy* expense reports can no longer be submitted.
- **July 11th** -
 - *Graduate Student Expense Policy* is removed from the expense report header 'Policy' list.

How to Use the New Student Expense Policy:

When any student, graduate or undergraduate, needs reimbursed, the individual creating the expense report needs to select the *Student Expense Policy* **and** type in either the student's first name or the student's ID number to search for the student's information. Select the appropriate student name from the list. If you create an expense report using the wrong policy, you can copy any entries that you created to a new report with the correct policy. Also, if a student name is not listed, contact the Procurement Help Desk to have them added.

Report Header

Report Name	Report Date	Policy	Business Purpose	Charging Restricted/Grant Funds on this report? ?
<input type="text"/>	07/03/2014	Student Expense Policy	<input type="text"/>	<input type="text"/>
Organization	Program	Activity	Location	Comment
(56000) Procurement Services	(70000) General Administration	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Phone	Student List ?	Fellowship/Scholarship/Award ?	Type of Guest/Visitor/Student ?	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Type to search by:
 Text Code Either
(Code) Text

Procurement Services Help Desk:

+1 (574) 631-4289

travel@nd.edu

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