

KSOB-Student Travel Vetting

Per [Indiana University's Student Payment Guidelines](#) when students travel for their own educational or developmental benefit, alone or as part of a group, the travel is considered not for IU business and funds provided are recorded in the SIS (Student Information System). The travel is considered not under IU's Accountable Plan and the Financial Aid Office (FAO) should be consulted before offering or agreeing to fund. This process is called vetting as we need to ensure the student's other aid is not negatively impacted.

If the student is traveling on behalf of Indiana University, there is no impact to financial aid and vetting is not required. For example, a student is attending a conference to represent IU, presenting a faculty member's research or joint research with or on the department's behalf (IU is primary beneficiary). If student is being billed via BEX, only portion being supported by IU funds needs to be vetted.

Process:

- Before any travel arrangements are made, trips must be vetted with the IU Office of Student Financial Assistance via email: Departmental Scholarships deptsch@indiana.edu.
 - Send a list of student travelers with full name, username and IUID#. Include the trip dates, location, purpose of trip, and estimated expense. OSFA will determine if student(s) financial aid will be affected by the travel.

Student's travel related to their academic program of study

Examples of costs, which might be allowable as increases to the standard cost of attendance include:

- Travel costs associated with coursework required for the student's degree, including an internship or practicum, or arts performances required for a course (see Overseas Study section for details specific to those academic experiences)
- Academically-related, but not necessarily course-related research travel
- Travel to a conference or workshop related to the student's field of study, where the student is the primary beneficiary of the conference experience (vs IU)
- Travel expenses to return to campus to take qualifying exams or defend the dissertation, if incurred during a period of enrollment.

Determining Payment Type: Scholarship

Option 1: Process reimbursement in Chrome River using student report type Academic Benefit. OFSA will reach out if SEF needs to be completed.

Option 2: Complete the online [Specific Educational Expense Form \(SEF\)](#) for one student or the [SEF template](#) for several students with item type to be awarded with in SIS.

Student's travel not related to their academic program of study

Determining Payment Type: Scholarship

Since the student's travel is not related to his/her academic program, please submit the following information to FAO office via the [Contact Form](#).

- Is the expense being reimbursed through Chrome River?
 - If no, please provide an **item type** to be used in SIS

- Term the travel is taking place
- Travel begin and end date

Please confirm with the Business Office when submitting expenses that vetting as needed has occurred.

Who initiates vetting?

Undergrad: Department supporting expense.

MBA: Janice Brown

GAP/ISGP/MSF: Lyn Bryan

Phd: FAST Office via communication w/Assistant Director of Doctoral Program