

Student Travel – What You Need to Know

Before you make plans or incur any travel expenses, you must first know the type of official assignment you hold at the University.

As part of your student position, do you currently have a **Research Assistant** assignment?

OR,

Do you have your own **Fellowship** award or training grant appointment or is your department or the University providing you with a **stipend** to support your position?

If you're not sure of your assignment, check with your department administrator. Your type of assignment determines the appropriate and compliant way for your travel expenses to be paid and processed for reimbursement by the University.

If you have a **Research Assistant** assignment, it means the University considers you an employee, is paying you a **salary**, and your travel expenses can be paid with a regular Procard (in most cases, your mentor/advisor will have his/her own Procard). After your travel, you can be reimbursed via the standard employee travel reimbursement process.

If you have a **Fellowship** assignment and the University is paying you a **stipend**, it means the University must follow certain federal guidance for any payments made to students, including travel support. Your travel expenses cannot be paid with a regular Procard. They must be paid with a special Student Procard. The Office of Biomedical Education (OBE) can help process your travel on a student Procard, and you should contact Jennifer Kennedy, OBE manager (jkennedy1@uky.edu) prior to making any travel plans so that she can help you set up charges properly on a student Procard. You can also be reimbursed for expenses, but a different form and process needs to be followed because your status is just as a student (not an employee).