The purpose of this document is to outline appropriate funding mechanisms for reimbursing students traveling on official university business.

This document is continually being updated; we would appreciate any information and/or insight that would help us develop stronger policies for the NMIMT academic and business communities.
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I. Introduction

It is often necessary or a requirement to travel on a sponsored project. Travel conducted under a sponsored agreement should be allowable by the terms of the award and directly related to the research or program initiatives in order to adequately satisfy deliverables specified in the project.

Travel could be for the purposes of gathering data, conducting field work or surveys. In addition, travel to disseminate research findings to a group of peers or to the funding agency is also generally allowable.

NMIMT recognizes that a student’s attendance at scientific conferences is a valuable component of the student’s education. These experiences help develop the student’s scientific networks, expose the student to a more diverse academic community, and provide the student opportunities to discuss his or her project with other researchers. In these instances, since the primary beneficiary of the travel is the student and not a requirement to satisfy the deliverables on an externally funded research project, the funding mechanism is outside the Sponsored Research exhibit and can be funded by either Tech’s Instruction & General exhibit or from the Graduate Student Association (GSA). Refer to GSA’s site for additional information.

A. Allowable Student Travel on Grants and Contracts

1. It is generally expected that allocable travel is incurred by persons participating in the project as employees/project personnel. This category means that services are either expected or required. Consequently, the student must be compensated for effort performed. Note: If the travel is a duty of the student employee’s position, then travel costs must be paid from the same source that pays the student’s wages.

2. Under unusual circumstances, student travel that benefits a sponsored project outside of the student’s own department may be allowed if the following conditions are satisfied:

   • Services are not required, and

   • PI must have included a provision for non-employee travel and justify the benefit of travel to the sponsored agreement in the cost proposal

   • Or agency approval or written acknowledgement must be obtained.
If travel occurs within the student’s department, then travel must be matched with labor costs. For example, occasional assistance with another student’s field project can be construed as an employer–employee relationship, even if the assistance benefits the student’s academic pursuits.

In case of a discrepancy between the provisions of a specific sponsored agreement and the provisions in this policy, then the agreement would govern.

B. Allowable Student Travel to I&G exhibit

Travel for academic purposes such as attendance at professional conferences, professional scholarly meetings or formally organized instructional workshop or seminar is essential for the professional development of students. Tech also benefits by being represented at such events.

The Academic Affairs Office (AA) has been provided funding by the Office of the President to handle these situations. In order to access, a faculty member nominates a student to AA for approval and must include a justification for the travel.

The Office of the President can provide travel funds to AA up to a maximum amount of $8,000 per fiscal year, funds permitting. If the full amount isn’t utilized in any given year, then the balance will be rolled forward into a subsequent fiscal year, and funds transferred in an amount required to bring the balance and new funding up to the maximum amount of $8,000.