

School of Nursing Policy SON-10

# Student Travel

## Effective Date

Spring 2008

## Last Revision Date

2/25/2025

## Responsible Party

Students and faculty in the School of Nursing.

## Scope and Audience

All students in the School of Nursing.

## Additional Authority

Boise State University [Travel \(Policy 6180\)](#)

### 1. Policy Purpose

These guidelines are to explain the processes for all student travel, whether or not funding is requested. When traveling as part of the School of Nursing (SON), students are to follow these guidelines. Students are expected to maintain a professional demeanor and attitude

which reflects positively upon Boise State University and the SON and comply with all SON policies.

## 2. Policy Statement

SON reviews requests for travel funding from faculty, staff and students. Funding allocations are made based upon the purpose of the travel, funding availability and student eligibility. Not all travel requests are approved and not all travel is fully funded. Request travel form from Nursing Administration.

1. Students must be in good standing in order to receive funding.
2. Each applicant must complete a "Student Travel and Field Trip Expectations and Consent Agreement" form and forward to the sponsoring faculty member/travel advisor.
3. Students or sponsoring faculty member are to attach the abstract and/or acceptance to the conference.
4. SON will review the application and subsequently notify the student and sponsoring faculty member of the decision and amount funded if the request was approved. If the request is denied, a rationale of the decision will be provided. Approval is contingent on abstract acceptance or authorization from the Divisional Dean.
5. Travel arrangements will be managed by the designated staff member. At no time is the student to make his/her own reservations or purchase tickets without pre-approval of the staff member.
6. Once approved, the staff member will initiate contact with the student and determine a meeting date to discuss expenses and determine appropriate conveyance and lodging. It is the responsibility of the staff member to comply with the University's policy regarding travel and expenses, thus times of departure and lodging arrangements are not at the sole discretion of the traveler.
7. Failure to meet with the staff member in a timely manner may result in the approved travel funding being revoked.
8. Arrangements for the printing of a poster, if applicable, will also be arranged. Unauthorized poster printing will not be funded.
9. Upon return, submit all receipts for reimbursement within 5 business days.

### **3. Forms**

[Student Travel and Field Trip Expectations and Consent Agreement](#)

### **4. Related Information**

BSU: [Travel \(Policy 6180\)](#)

CHS: None

SON: None

### **Last Review Date**

2/25/2025

### **Revision History**

Spring 2008, Spring 2017, July 2020, April 2022, February 2025