

# Travel – Student Meals

## Options

1. Students may be reimbursed meal per diem after the trip based upon same guidelines as employees. (Spend Authorization/Expense Report/Travel Receipt Form)
2. Imprest/cash advance which is distributed to students to use for meals while on the trip.
  - a. Spend authorization to get advance
  - b. Imprest Cash Distribution – students sign when cash is received (located on the Business Office webpage under Travel Forms & Information)
  - c. Travel Receipt Form
  - d. Expense Report upon return from trip to close out the spend authorization/cash advance/imprest.
  - e. Supplier Invoice upon return from trip to reimburse the imprest/cash advance cost center (10780) with department cost center

## Not Allowed

- P-cards should never be used to pay for any meals (faculty/staff/student) while traveling.
- Faculty/Staff should not pay personally for student meals and then request reimbursement. Meals while traveling must be paid as per diem and directly to the traveler.
- Hospitality while on travel---not allowed when only FHSU faculty, staff and students are present at the function.