

TRAVEL

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Section 1. Student workers may request travel that is required or approved by the appropriate management for their work. Requisitions will not be unreasonably denied.

Section 2. All required travel expenses will be paid by the University in advance whenever possible, otherwise student workers will be reimbursed within fourteen (14) days from when travel reimbursement is submitted.

Section 3. The student worker will be trained how to request a reimbursement and will be assisted through the process if desired. The University and appropriate management will meet with every student worker as much as requested to assist with travel planning and reimbursement submission. The University will review all travel policies with each student worker that is planning to travel.

Section 4. The University will provide safe and comfortable housing approved by the student worker in the accessible location to the desired destination.

Section 5. All previous travel policy (**Policy Number:** IV.04.02) and Travel Time Compensation Guidelines will be implemented without change. With the amendment that all student workers will clock in for their time working during travel as well as active time traveling.

[Travel Policy | University of Oregon Policy Library.](#)
[Travel Time Compensation Guidelines | Human Resources](#)