VT Student Travel

This is a brief training guide on how to enter VT student travel. It is important to note that VT students do not have their own individual dashboards regardless if they are paid via stipend as a graduate student. If a full time employee is also a part-time student, that individual will be treated as an employee (they will have their own dashboard) as that is their primary capacity at the university.

University employees have access to all VT students and do not need to be set up as their delegate.

**Important Note:** If both students and yourself went on the same trip and you are entering expense reports under your dashboard, complete **your expense report first** and then complete the expense reports for the **students**. Violations and warnings will fire for duplicate expense line items, as the system is looking at past expense reports. This applies even if you were not on the same trip, but are just entering expense reports for students and yourself on the same date.

**Important Note:** Make sure to complete all student travel under **Your** dashboard. As stated above, students do not have dashboards, so you should complete their travel under your dashboard.

1. Type of Traveler: Select this drop-down to bring up the list of traveler options.
2. Select VT Student if you wish to complete a student’s travel.
3. Student List: This drop-down list will appear after selecting “VT Student”. The list can be searched by first name, last name, or 9-number.

**Important Note:** This is a list of all students that have been paid in the past 18 months. If a student does not appear in the list, complete the Banner Payee Request Form located in Chrome River’s “Message of the Day” under Virginia Tech Policies/Procedures/Forms in order to request that they become active in Chrome River. (Note: this is an overnight process)
VT Student Travel – Hotel

Students are treated differently when they are staying at a Hotel when compared to VT employees and non-employees. In order to comply with the Clery Act, the VT Controller’s Office requires information that is more detailed.

4. Select the Hotel expense (Mosaic)
5. **Student Lodging Included** is defaulted to “Yes” when a VT Student is selected on the header. **Note:** The user cannot change this answer to “No” when a VT Student is on the header. If “Student Travel” is selected, by default the answer is “Yes”, but it can be changed.

6. **Hotel Address and Room Number:** Insert this information into the space provided. This should be found on the hotel receipt/invoice.

7. **Nearest Police Station Name and Address.** Insert this information into the space provided. This should be found by copying and pasting the Hotel Address into Google and searching for the nearest police station.