

Protocol 1002 Personal Travel Allowance

Protocol Number: 1002

Effective Date: 6/1/16

Revised Dates: 5/4/18; 11/07/22; 7/1/23; 9/7/23; 11/13/24; 07/29/25

Protocol

The purpose of the personal travel allowance is to help defray the cost of travel for a student to visit with family from outside of the Kansas City area. The personal travel allowance may be used by a student to visit family outside the Kansas City area and/or for family to visit the student.

Students in good standing are each eligible for a \$1500 annual personal travel allowance (\$750 for January 1 – June 30 of their first academic year; \$1500 for each fiscal year through June 30 of their sixth academic year). The allowance may be used on multiple trips per year until the full \$1500 is used. If a trip exceeds the \$1500 allowance, the student is responsible for paying the additional amount. Any unused allowance amount of \$1500 or less can be carried over to the next fiscal year; the total allowance for any fiscal year cannot exceed \$3000. Any allowance balance remaining on June 30 of the sixth academic year is forfeited.

Examples of typical expenses include (but are not limited to):

- Airfare and/or personal auto mileage
- Rental car
- Ground transportation to and from an airport
- Hotel or similar lodging for an eligible trip
- Visa application fees

The Travel Submission Form is required to be submitted prior to the start of travel if the student is the traveler. It is the responsibility of the student to make sure the form has been completed and submitted. Failure to submit the form prior to travel may result in the travel expenses not being paid or reimbursed. If family visits the student in Kansas City, the Travel Submission Form does not need to be submitted.

Once expenses have been incurred and paid for, students submit these expenses to the Graduate School office for approval and reimbursement within 14 days of completing travel. Expenses must be itemized with original receipts or other supporting documentation indicating the nature of the expense and proof of payment. Students also must complete a Personal Travel Allowance Request form and submit it with their expenses. Requests are processed within a reasonable period via payroll.

OR

The Graduate School office can work with a student to select flights and arrange air travel for their own personal travel. Eligible costs may be directly applied to the travel allowance. Students are responsible for providing a credit card or reimbursing GSSIMR for costs that exceed the amount of the allowance.

The personal travel allowance is taxable to the student whether the allowance is used for travel by a student or family. Quarterly, Accounting notifies students of their tax liability if they have incurred travel allowance expenses for the previous quarter. Affected students then complete a form and select the number of paychecks from which the associated taxes will be withheld. These amounts are reported on the student's payslip and to the Internal Revenue Service, along with a student's other taxable wages.