Student travel - allowable cost on a sponsored project?  

**Decision Tree**

Does the travel directly benefit the sponsored project?  *Travel cannot be only for the benefit of, or the professional development of, the student.* (see *Note 1 below)

- **NO**
  - The travel costs are not allowable on the sponsored project; charge the travel costs to an appropriate non-sponsored fund

- **YES**
  - During the travel dates was the student paid from the sponsored project that will be charged for the travel costs?
    - **NO**
      - Prior to the travel dates was the student paid from the sponsored project? (during prior semester for example) 
        - Effort charged to the sponsored project supports the student's "connection" to the project
          - **NO**
            - During the travel dates was the student paid from a fellowship or from a non-sponsored fund (University support that is not committed as cost share on another sponsored project? (and was not paid 100% from another sponsored project)
              - **NO**
                - Travel costs may be charged to the sponsored project (assumes this project allows such type of travel)

              - **YES**
                - The travel costs are not allowable on the sponsored project; charge travel costs to an appropriate non-sponsored fund

            - **YES**
              - Travel costs may be charged to the sponsored project if sufficient time (pay/effort) that is supported by a fellowship or an appropriate non-sponsored fund is available (assumes this project allows such type of travel)

      - **YES**
        - During the travel dates was the student paid from a fellowship or from a non-sponsored fund (University support) that is not committed as cost share on another sponsored project? (and was not paid 100% from another sponsored project)
          - **NO**
            - The travel costs are not allowable on the sponsored project unless a portion of the student's pay (effort) is redistributed either to the sponsored project charged for the travel, or to an appropriate non-sponsored fund (see **Note 2 above)**
              - **YES**
                - Labor redistributions are completed or a secondary appointment is set up.

          - **YES**
            - To consider: if the department deems the time spent on the project travel is "service in excess" of the student's existing workload, an additional payroll appointment is needed for the extra time/effort in connection with the project travel

            - **YES**
              - Travel costs may be charged to the sponsored project (assumes this project allows such type of travel)

- **Note 2:** The portion of pay redistributed should be reasonable in relation to the amount of time spent in travel status for the sponsored project charged for the travel costs. Pay for TAs is not normally charged to sponsored project funds.