



# Sponsored Research Student Travel Policy

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New Mexico Tech Business Office  
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The purpose of this document is to establish guidelines for student travel under terms of a sponsored agreement, or through the New Mexico Tech Research Student Grant Program.

This document is continually being updated; we would appreciate any information and/or insight that would help us develop stronger policies for NMIMT's research community.

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## I. Introduction

Student travel can be conducted under a sponsored agreement, or the student can request funds through the New Mexico Tech Research Student Grant Program.

Travel conducted under a sponsored agreement should be allowable by the terms of the award, and directly related to the research or program initiatives to satisfy deliverables specified in the project. New Mexico Tech faculty and researchers are encouraged to submit proposals with student employment and travel budgets to provide the student the maximum benefit associated with the effort. There may be circumstances in which the sponsor has approved student travel but not employment, and has allowed the student the opportunity to have a hands-on educational experience in his/her area of interest.

### A. Allowable Student Travel on Grants and Contracts

1. Student employed and traveling under a research project will have been approved by the sponsor. The Principal Investigator will have included in the proposal:

- Brief description of work to be performed by the student(s) under the agreement;
- Total number of students to be employed; and
- Average number of hours per week each student will work.

Students are allowed to travel as part of a sponsored project for the following purposes:

- Gathering data
- Conducting field work or surveys
- Performing experiments at a designated site (and)
- Disseminating research findings to a group of peers, or to the funding agency.

2. Under select circumstances, a student may travel on a sponsored project, but not be compensated by said project. Travel without compensation is permissible under the following conditions:

- A budget provision has been made for student(s) traveling, but not employed on the project and the benefit of such travel to the sponsored agreement has been justified in the cost proposal (2 CFR 200.474 (b)(1)).
- Agency approval or written acknowledgement of the proposed travel has been obtained, either by agency acceptance of the proposal or by specific approval from an agency program official.

**B. Allowable Student Travel to I&G Exhibits**

Travel for academic purposes, such as attendance at professional conferences and scholarly meetings, field travel for academic research, or a formally organized instructional workshop or seminar is essential for the professional development of students – and benefits the University by being represented at such events.

Students are encouraged to apply for funding using the New Mexico Tech Research Student Grant Program.