

Article

Travel

Section 1. The University shall directly pay in advance for lodging and transportation expenses, a per diem for food according to the domestic [U.S. General Services Administration](#) and international [U.S. Department of State](#) per diem rates, as well as directly pay for all conference registration fees, following 14 days notice from the Graduate Student Worker (GSW) via submission of a digital travel advance request form available through their departmental website and/or through Northeastern University Research Enterprise Services (NU-RES). The prepaid expenses will be covered through departmental or advisor access to an NUCard and the Concur system.

Section 2. All expenses incurred without a travel advance request will be recorded by GSWs through Concur and reimbursed via direct deposit within 14 calendar days of when a GSW submits an expense report. Expense reports can be submitted immediately following the GSW's return, and there are no limits on when GSWs can submit their reimbursement requests. **The parties agree that GSWs are responsible for maintaining and submitting receipts.**

Section 3. The University will provide GSWs with personal and emergency health insurance coverage for all work-related international and domestic travel. GSWs will be notified of their benefits and benefits office contact information via email at least 14 days prior to set travel dates. This coverage will include but is not limited to:

- A. Access to Procurement Services-negotiated special rates and services;
- B. Personal property insurance for personal effects;
- C. Trip cancellation insurance;

Section 4. Emergency medical travel expenses incurred by GSWs will be covered or reimbursed by the University when certification of medical necessity signed by a qualified healthcare provider or a doctor is presented. Emergency medical travel is defined as medical treatment that requires immediate attention not available on site. Access to emergency services or reimbursement will not require pre-approval by the University.

Section 5. Emergency repatriation and evacuation will be covered by the University for circumstances that arise during and in the course of GSW travel. The University will provide repatriation and evacuation coverage that exceeds minimum limits required by overseas consulates and has no deductible for GSWs.