ARTICLE #
TRAVEL

Section 1. Graduate student workers (GSWs) who are required to travel as part of their work assignment shall be reimbursed for authorized expenses in a timely manner. Where applicable, and consistent with any grant requirements, upfront costs associated with such required travel (e.g. hotel and airfare) will be paid in advance by the University. The parties agree that GSWs are responsible for maintaining and submitting receipts for costs accrued during travel through the applicable reimbursement process and that the timeliness of reimbursements is dependent upon a GSW's initial submission time.

Travel expenses include but are not limited to: accommodation, transportation of any kind including airfare and local travel, meals, shipping of materials pertaining to any work, and any other non-optional expenses involved in conducting their work assignment while traveling.

~~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 not paid in advance by the University~~incurred without a travel advance request~~ incurred without a travel advance request will be recorded by GSWs through Concur and reimbursed via direct deposit as soon as practicable, but no later than thirty (30) days ~~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 is a sixty (60) ~~ninety (90)~~ day deadline from the date the expense was paid or incurred on ~~of travel return on are no limits on~~ when GSWs can submit their reimbursement requests.

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 or applicable health insurance provider 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.

University Counter 02-18-2025

ARTICLE - tbd
WORK TRAVEL

Graduate student workers (GSWs) who are required to travel as part of their work assignment shall be reimbursed for authorized expenses in a timely manner in accordance with the University and/or Departmental travel policies and processes, including the Concur reimbursement process, as applicable, that can provide for reimbursement through direct deposit. Where applicable, and consistent with any grant requirements, costs associated with such required travel (e.g. hotel and airfare) will be paid in advance by the University. The parties agree that students are responsible for maintaining and submitting receipts through the applicable reimbursement process and that the timeliness of reimbursements is dependent upon student cooperation with this process.