Field Trip Fee Budgeting Instructions

Note: Separate fees for any field trip during the 2019 – 2020 Academic Year must be submitted by January 25, 2019. A field trip fee may not be assessed to a student outside of this process to ensure compliance with Texas Education Code 54.003, 54.0051, 54.009, and 54.504.

The purpose of this information is to provide guidance for academic units that are interested in assessing a field trip fee separate from the existing Instructional Fee. A field trip fee is an academic fee that is subject to UNT Policy 10.037, and such a fee may not be assessed outside of this process. The costs – including the reimbursement of a faculty member’s direct expenses – for any trip that is a course requirement may be paid from the existing instructional fee. However, there might be exceptional cases that make a distinct field trip fee a more appropriate avenue for covering the cost of a field trip. This process addresses the budget preparation for a specific field trip fee. It does not constitute approval of the trip nor specific line item expenditures. Academic departments, schools, and colleges may have additional requirements and/or restrictions. Field Trip Fee requests should be submitted to the college’s Financial Officer who will forward approved requests to Academic Resources. Separate field trip fees are subject to approval by Academic Resources and the University Budget Office. Field trip fee revenue funds will post directly to an academic department’s instructional fee fund under purpose code 11521 – 11525.

Follow these guidelines when preparing the budget for a field trip. The budget form is broken down into the following categories:

A. Student Travel Expenses – Please enter the cost PER STUDENT in this section
   - Student airfare: Airline ticket cost if traveling as a group. Group travel for faculty-led field trips is not required.
   - Transportation to/from lodging: The cost to travel from the arrival airport to lodging accommodations if traveling as a group.
   - Ground transportation.
     - Taxi/Shuttle: Faculty may decide to use taxis or a shuttle service for local transportation to/from the airport or for official field trip activities.
     - Train/Subway pass: Students are encouraged to interact with the local community as much as possible, and arranging their own transportation can be a good learning experience. However, faculty may elect to pre-purchase subway/bus passes to facilitate the logistics of the field trip.
   - Group Activities: All group activities included in the program must have either an academic purpose or benefit tied to the field trip objectives. A breakdown of the group activities must be outlined and attached to the budget. All group activities must be completed within the program dates. Fees shall not be assessed for optional activities or those that will occur outside of the program dates.
   - Student lodging: Faculty should make a note if there is an additional fee for private accommodations. Consider the possibility of having an uneven number of female and male
participants or students who may want/need a single room, which may impact the number of rooms required.

- **Meals**: Student meals will be included in the field trip fee only if including meals is the best option for students or the meals are related to the academic program; otherwise, meals should be excluded from the trip fee, and the students should pay for them on their own.

**B. Host Institution or Program Provider(s)**

- **Program Fee**: Any fees assessed by the host institution or a program provider.
- **Rental of classroom space/use of facilities**: Any office/meeting space, classroom, library fee, computer lab fee, ID card, etc.
- **Guest Lecturers**: Fees assessed by lecturers or other service providers not included in the program fee above.

**C. Miscellaneous Operating Expenses**

- **Duplicating and marketing costs directly related to the program**

**D. Faculty Expenses**

- **Airfare**: Faculty should not buy airline tickets before confirming that the minimum number of students has enrolled. A complete itinerary is required, and tickets must be in coach class. Any difference in cost, such as an upgraded class, must be covered by the faculty.
  - **Emergency travel**: If for some reason you are required to return before the program ends, for example a family emergency, you will be responsible for any additional cost, including change fees.
- **Lodging**: Include all accommodations for the duration of the trip. Any additional cost due to special accommodations must be covered by the faculty member and cannot be included in the program’s budget.
- **Meals**: Faculty may elect to be reimbursed for actual meals or receive a per diem per UNT travel guidelines. Program meals with students that are included in the program or covered by the program fee are deducted from the per diem calculation. Use the GSA per diem rates (https://www.gsa.gov/travel/plan-book/per-diem-rates) to calculate per diem.
- **Transportation to/from lodging**: Faculty may include the cost of transportation to/from the airport. If using personal vehicle, Texas State mileage guidelines will be followed.
- **Ground transportation**:
  - **Taxi/Shuttle**: Faculty may decide to use taxis or a shuttle service official program activities. Any taxi/shuttle costs for personal entertainment are not included.
  - **Train/Subway pass**: Include only if the pass is related to official program activities.
- **Group Activities**: Include the per-person cost for faculty group activities included in the program that have either an academic purpose or benefit tied to the program objectives.

**E. Program Assistant Expenses**
• Airfare: Faculty should not buy their airline tickets before confirming that the minimum number of students has enrolled. A complete itinerary is required, and tickets must be in coach class. Any difference in cost, such as an upgraded class, must be covered by the faculty.
  o Emergency travel. If for some reason you are required to return before the program ends, for example a family emergency, you will be responsible for any additional cost, including change fees.
• Lodging: Include all accommodations for the duration of the trip. Any additional cost due to special accommodations must be covered by the faculty member and cannot be included in the program’s budget.
• Meals: Faculty may elect to be reimbursed for actual meals or receive a per diem per UNT travel guidelines. Program meals with students that are included in the program or covered by the program fee are deducted from the per diem calculation. Use the GSA per diem rates (https://www.gsa.gov/travel/plan-book/per-diem-rates) to calculate per diem.
• Transportation to/from lodging: Faculty may include the cost of transportation to/from the airport. If using personal vehicle, Texas State mileage guidelines will be followed.
• Ground transportation:
  o Taxi/Shuttle: Faculty may decide to use taxis or a shuttle service official program activities. Any taxi/shuttle costs for personal entertainment are not included.
  o Train/Subway pass: Include only if the pass is related to official program activities.
• Group Activities: Include the per-person cost for faculty group activities included in the program that have either an academic purpose or benefit tied to the program objectives.
• Program assistant pay: Pay will depend on the following factors. If the academic unit hires the program assistant as a graduate assistant (“GA”/“TA”) for the term in which the field trip is offered, then the program assistant does not normally receive additional pay but does have all travel expenses covered. If the program assistant is not a graduate assistant for the course, then the assistant may be compensated for the number of field trip travel days prorated using the department’s graduate pay schedule in additional to travel expenses being covered.

Budget Form Completion Instructions
Please follow these instructions when completing your budget form:

• Enter $0 if a budget line does not apply to your program. Do not enter any text, such as “N/A” in the cost column.
• The budget should be reviewed by the department chair and Dean’s Office for approval.
• Please specify the following costs if not included in your program budget: Estimated per-person cost for meals, transportation, airfare, books and supplies.