[Reviewed with no changes: May 15, 2014]

Angelo State University
Operating Policy and Procedure

OP 70.09: **Student Travel**

DATE: May 15, 2014

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to provide information and requirements regarding transporting students on any university business or related travel activities.

REVIEW: This OP will be reviewed in May every three years, or as needed, by the director of purchasing and operations in consultation with the executive director of student life and the director of environmental health, safety and risk management with recommended revisions forwarded through the vice president for finance and administration to the president by June 15 of the same year.

POLICY/PROCEDURE

1. General

These procedures apply to anyone who engages in transporting students on any university business or related travel activities. On a case-by-case basis, the vice president for finance and administration or designated representative may authorize exceptions to these procedures.

The following procedures are minimum standards; departments may mandate additional procedures. These procedures pertain to students who travel more than 25 miles from campus to an activity or event that is organized and sponsored by the institution and that is (a) funded by the institution and the travel is undertaken using a vehicle owned or leased by the institution, or (b) required by a student organization officially registered at the institution. These procedures also apply to commercial transportation and privately owned vehicles.

State appropriated funds cannot be used to pay for student travel.

2. Board Authorization

The university president is authorized by the Board of Regents of the Texas Tech University System to establish and administer regulations and procedures for the efficient management of the university. The enabling legislation of this policy is SB 263 of the 77th Texas Legislature. (Refer to *Texas Education Code, Chapter 51, Section 51.950.)* Said legislation and the university president represent the controlling authority of this policy and procedures.

3. Travel Requirements and Planning

a. Student Travel Requirements

(1) Student Travel (departmental or organization)

An employee (faculty, staff, teaching assistant or graduate assistant) **must** be accountable for out-of-town trips involving departmental student groups or sponsored student organizations and ensure that all travel documents are completed prior to travel. An accountable employee must accompany the students unless prior approval to travel without accompaniment is granted by the appropriate vice president on the Student/Group Travel Form.

(2) Students Traveling to Present Research Papers

Students traveling to professional conferences to present their research are not required to have an employee accompany them. The steps outlined in 3.b. below are applicable, and an employee (faculty member or academic administrator) must be accountable for the student's travel.

b. The accountable employee must complete the following steps:

(1) Complete one (1) Travel Authorization Request (TAR) (Attachment A) form for the employee accountable for the trip, including the name(s) of the student(s).

(a) Any pre-paid services (airfare, hotel, rental car) should be indicated on the TAR by checking the appropriate box.

(b) When SOLF (Student Organizational Leadership Funds) are being used for student travel, the advisor must also complete the required SOLF forms and documentation required by Student Involvement.

(2) Complete Student/Group Travel Form. (Attachment B)

(3) Complete the Student/Group Travel List. (Attachment C)

(4) Have each trip participant complete a "Student Activity Release Form" (Attachment D) and/or "Student Activity Release Form Private Vehicle" (Attachment E) return it to the department administrator who is responsible for retaining the releases. For athletics and other team travel, blanket releases may be completed and submitted at the beginning of each year.

(5) Have each trip participant sign and date the "Travel Allowance Form" (Attachment F) if students are provided the allowed city rate per diem for meals. Attach the Travel Allowance Form to the expense report. Meal receipts are not required if this form is used.

(6) Send a duplicate copy of the Student/Group Travel Form and Student/Group Travel List to the University Police Department ten (10) days prior to the trip.

4. Student Travel Advances

a. Travel Advances

(1) Cash advances will be given only to the employee accountable for the student travel and expenses. An approved TAR requesting an advance must be received by the Travel Office at least five (5) working days prior to the trip.

(2) Travel Advance Cards (TAC) are available as an alternative to cash advances when an employee travels with the students. An approved TAR requesting an advance must be received by the Travel Office at least fifteen (15) working days prior to the trip to allow time for delivery of TAC.

b. After the trip, the accountable employee must complete a "Student Travel Expense Report" (Attachment G) within fifteen (15) days after the trip and attach all required documentation. Only the expenses for the employee accountable for the trip can be included with the students' expenses on the expense report; however, employees can include their travel on the student expense report if the student travel is for the following:

(1) Coaches or directors for band, choir, or athletics.

(2) Faculty or other full-time employees accompanying student group travel for academic conferences, competitions, or presentations of papers.

Any additional employees who accompany the students must complete an individual Travel Authorization Request and Travel Expense Log with accompanying documents.

c. Any unused funds should be returned to the Student Accounts Office with the Student Travel Expense Report. If the Student Travel Expense Report exceeds the amount of the advance, a reimbursement check will be issued to the accountable employee for the difference.

d. The accountable employee who fails to submit the Student Travel Expense Report and unused funds within the allotted time for two trips will be denied any future advances. Exceptions to this policy will be handled on an individual basis. The employee must contact the Travel Office and explain the need for an extension.

In addition to following these procedures, employees and students are required to comply with all operating policies for university travel.

5. Reserving Vehicles through State-Contracted Rental Companies

a. Drivers must be approved to drive prior to reserving a rental vehicle.

b. Reservations for rental vehicles must be made by an accountable employee in the department or by the Travel Office (when requesting prepayment of services). Students and temporary/casual employees cannot reserve rental vehicles.

c. Employees can use a state corporate travel card, a personal credit card, or request to use the Business Travel Account (BTA) to reserve rental vehicles. The rental company cannot accept purchase orders to reserve vehicles.

d. The rental company will not charge Texas state taxes for trips that are business related and are reserved and paid for by the Travel Office. If travelers use any type of personal charge card, including a state of Texas Travel card, taxes will be assessed and later reimbursed by submitting charge on an expense log.

e. Personal Accident Insurance (PAI) must be purchased through the rental company for students traveling in rental vehicles who are not university employees.

6. Driver Eligibility and Vehicle Safety Requirements

For information on driver eligibility and vehicle safety requirements, please refer to Operating Policy 36.03. In the event of a vehicle accident or breakdown, the employee or sponsor accompanying the students should contact his/her department and provide an update on the travel itinerary.

7. Commercial Transportation

Students traveling by commercial transportation must comply with all federal laws regulating travel and the rules of the specific carrier, including laws and rules regarding carry-on baggage and baggage weight restrictions.

8. Trip Insurance

Angelo State University does not provide trip accident insurance for individuals not employed by the university. Contact the Office of Environmental Health, Safety and Risk Management regarding optional trip insurance which is available at a reasonable cost.

Attachment A: *Travel Authorization Request*
Attachment B: *Student/Group Travel Form*
Attachment C: *Student/Group Travel List*
Attachment D: *Student Activity Release Form*
Attachment E: *Student Activity Release Form Private Vehicle*
Attachment F: *Travel Allowance Form*
Attachment G: *Student Travel Expense Report*