13.04.99.D1.01 Student Travel Procedure

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Procedure Statement

This standard administrative procedure (SAP), in conjunction with University Rule 13.01.99.D1 *Student Travel*, is considered to be a minimum standard for organized student travel.

Reason for Procedure

Texas A&M University-Central Texas (A&M-Central Texas) has a vested interest in promoting the safety and welfare of university students. This SAP has been developed to provide guidance and clear instructions for students, faculty, and staff members involved in student travel.

Procedures and Responsibilities

1. GENERAL

1.1. The requirements in this procedure apply when organized student travel by one or more students presently enrolled at the University travel to an activity or event located more than 25 miles from the university that is sponsored and/or funded by the university or by an organization properly registered at A&M-Central Texas. 25 miles is the standard set by Texas A&M University System policy 13.04.

1.2. These procedures are considered to be a minimum standard for organized student travel. Departments, units, and/or student organizations may mandate additional and more restrictive standards as deemed necessary to address the unique requirements associated with a particular type of organized student travel. Student organizations should consult with the organization's advisor and the Office of Student & Civic Engagement prior to implementing any additional or more restrictive standards.

1.3. Departments, units, and student organizations sponsoring organized travel outside the United States are responsible for assuring that State Department Travel Advisories do not restrict travel by U.S. citizens to the destination country as per System Regulation 13.04 *Student Travel*.

1.4. This procedure does not govern employee travel. Employees traveling to the same location, but are not traveling with students, should not complete student travel paperwork other than assisting students in completing required student travel paperwork. Employees should refer to travel procedures identified by the Office of Finance & Administration and Office of Research.

1.5. Employees coordinating travel and traveling to the same location must be on all travel paperwork submitted to the Office of Student & Civic Engagement.

1.6. If students are traveling as part of a class, the instructor should submit a travel form, travel list, and liability waivers to the Office of Student & Civic Engagement. Student & Civic Engagement does not approve of this type of travel, but operates as a central information source to maintain documentation of the travel and a coordinating body with the University Police Department for emergency procedures.

2. RESPONSIBILITY

2.1. Organized student travel may require use of various modes of transportation. Each form of transportation requires students to follow common and mode specific safety precautions.

2.2. University departments that authorize employees travel for university related business are responsible for ensuring that the students follow all university rules and procedures.

2.3. All employees are held responsible for standards outlined inthe *Employee Handbook* and students are held responsible for their behavior as outlined in the *Code of Student Conduct.*

3. TRAVEL INFORMATION

3.1. Individual Student or University sponsored student group Travel Packet Checklist is required documentation. The packet consists of:

1) Student/Group Travel Form
2) Waiver of Liability and Hold Harmless Agreement form for each student traveler. Employees are not required to complete the Waiver of Liability and Hold Harmless Agreement.
3) Student/Group Travel List with all required information completed. Individuals traveling are not permitted to also be emergency contacts for those on the trip. Employees traveling with students must supply complete information on the Student/Group Travel List.
4) Travel Itinerary
5) Confirmation of completion of the driver safety training course/video for those students driving
6) A copy of each individual student driver's valid license and valid insurance information for those students driving
7) W-9 Form for each traveling student that will be receiving financial assistance from A&M-Central Texas or seeking reimbursement. This information is not maintained in the travel packet and is only required for those students seeking reimbursement/financial assistance from A&M-Central Texas.

8) Export Control/International Travel form and completion of Export Control Training (for International Travel only).

3.1.1. Completion of the travel packet does not guarantee approval for travel. If it is a student organization, the trip coordinator will be notified upon approval or disapproval. If an individual student is traveling, the individual student will be notified upon approval or disapproval.

3.1.2. All forms can be accessed on line through http://www.tamuct.edu/departments/studentactivities/forms.php. Forms are due at least five (5) business days in advance to the Office of Student & Civic Engagement.

3.1.2.1. Exceptions to the five (5)-business day timeline may be granted at the discretion of the Associate Dean of Student Affairs.

3.2. Once travel is approved, the Office of Student & Civic Engagement will deliver a copy of the student/group travel form, itinerary, and student/group travel list to the A&M-Central Texas University Police Department in case of emergency.

3.3. Organizations must turn in the trip itinerary, list of travelers, and emergency information for each student participant to the Office of Student & Civic Engagement five (5) prior to departure.

3.4. Modes of Travel

3.4.1. The following are the most common modes of organized travel:
1) Vehicles owned or leased by the University
2) Privately owned vehicles
3) Commercial travel. Students traveling by commercial transportation, whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier. (For International Travel check International Travel rules and procedures)

3.4.2. Due to liability for personal injury, the university strongly discourages employee use of personal vehicles when transporting students. It is the university's preference that a rental vehicle be used to transport students and the drivers must take the driver safety course (DST) prior to travel approval. Contact the Office of Student & Civic Engagement 254-519-5496 to register for the DST course.

3.5. During Travel

3.5.1. Present Texas Hotel Occupancy Tax Exemption Certificate to hotel clerk if travel is 100% funded through the university. If the hotel is in Texas, the university will not reimburse for state taxes paid. The hotel occupancy tax exemption certificate may be obtained from the Office of Student & Civic Engagement.

3.5.2. Retain all itemized receipts if seeking reimbursement.

3.5.3. Reimbursement for alcohol consumption/purchases during travel and at any conference is prohibited.

3.6. Travel Reimbursement

3.6.1. Funding is available for student travel and requires the completion of a Funding Request in order to be considered for approval by the Student Government Association. Funding is not guaranteed. Funding for student travel shall be reserved only for students who are presenting or volunteering at professional or academic conferences. The travel must not be a course requirement.

3.6.2. Reimbursement for student travel can be up to 50% of total expenses (i.e. meals, lodging, and use of car, miscellaneous). Maximum allowed reimbursement is $750.00 for groups and $500.00 for individual students traveling.

3.6.3. If other university resources are used in addition to the funding requested, the 50% standard will be applied to the amount remaining after the application of other university resources.

3.6.4. Itemized receipts must be submitted within two (2) weeks of the travel in order to be considered for reimbursement. The Office of Student & Civic Engagement may only reimburse A&M-Central Texas student expenses.

3.6.5. Students and organizations seeking reimbursement should submit itemized receipts. The Office of Student & Civic Engagement will not reimburse students for alcohol.

3.7. Safety Requirements

3.7.1. Drivers and passengers must act responsibly and use sound judgment when traveling.
3.7.2. Drivers and passengers must wear seat belts at all times. The number of occupants in the vehicle must not exceed the total number of functional seat belts.
3.7.3. Drivers must have a valid driver's license issued by a state government. Vehicles must have all insurance coverage as minimally mandated by the State of Texas.
3.7.4. Drivers must obey all traffic laws and regulations, including posted speed limits.
3.7.5. Drivers must not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons.
3.7.6. Drivers must ensure that the vehicle manufacturer's recommended load capacity is not exceeded. (See owner operating manual for specific instructions).
3.7.7. Drivers are encouraged to follow the safe driving practices provided below

1) Begin the trip well rested.
2) Plan routes in advance; carpool and caravan when possible.
3) Divide the trip into segments, stopping for rest as necessary. Drivers must not drive more than 10 hours in a 24 hour period.
4) Establish a reasonable departure and arrival time.
5) Whenever possible on extended trips, have at least one other approved driver.
6) Avoid driving when conditions are hazardous. Be prepared to stop the trip and check into a motel when fatigue or travel conditions warrant.

4. DRIVER RESPONSIBILITIES

4.1. All drivers must be at least 18 years of age

4.2. The DST must be completed annually and in the presence of Office of Student & Civic Engagement staff.

4.3. Maintain a valid state issued driver's license.

4.4. Maintain at least minimum insurance requirements as identified by the State of Texas.

4.5. If an individual who has been approved to drive a University vehicle has restrictions added or endorsements removed from the individual's driver's license, that individual must report this change to the sponsoring organization or department.

5. INTERNATIONAL TRAVEL

5.1. Travel Warnings

5.1.1. Travel by undergraduate students will not be approved when the travel is to any foreign country that is under a Travel Warning by the U.S. Department of State.

5.1.2. Graduate students traveling to a country under a Travel Warning must have approval in advance by the university President and be accompanied by a completed Acknowledgement of Risk Form.

Travel warnings may be viewed at: http://www.travel.state.gov/

5.2. The person organizing the trip should inform travelers of all international travel guidelines regarding immunizations, political conditions and other health and safety issues before traveling. All travelers are responsible for ensuring compliance with these requirements.

5.3. All students traveling abroad who are carrying university property or performing approved research, must comply with export controls available through the Office of Research. The Office of Student & Civic Engagement is not responsible for ensuring travelers are in compliance with export controls.

5.4. All international students will need visas to enter another country or to return to the United States. If traveling to sites near the border, international students must carry passports and visas as there will be border checkpoints.

5.5. All international travelers are required to review the Texas A&M University System international travel safety and export control presentation in TrainTraq once every two (2) years.

6. EMERGENCY PROCEDURES

In all emergency situations, including minor emergencies (no one seriously injured) and major emergencies (serious injuries and deaths), follow these procedures:

6.1. Contact local Emergency Medical Services (domestic travel - 911) and local law enforcement for them to take necessary action at the scene.

6.1.1. In accidents, make no statements that would assume any obligation or admit liability.

6.2. Contact the Associate Dean of Student Affairs (254) 501-5877 with details of the incident, state of the victim(s), location of accident, location of hospital(s) etc. The Associate Dean of Student Affairs will contact the Dean of Student Affairs and the University Police. The Dean of Student Affairs will contact the University President, Provost and Vice President of Academic and Student Affairs, Vice President of Finance and Administration, Vice President for Research and Economic Development (for international travel only), and the Director of Marketing & Communications. The Dean of Student Affairs, Dean's delegate, or University Police will contact the individuals' emergency contact to ensure the appropriate information is relayed.

6.3. Complete an incident report and upon return to campus submit the incident report to the Office of Student & Civic Engagement.

6.3.1. Copies of the incident report will be shared with the University Police and, if applicable, the sponsoring department

6.4. Upon return to campus, meet with the appropriate university personnel to discuss details of the incident.

6.5. Failure to report accidents and emergencies within 24 hours of the incident will result in a loss of privileges for the driver and/or organization.

7. MAINTENANCE OF STUDENT TRAVEL RECORDS

7.1. All completed and approved student travel packets submitted to the Office of Student & Civic Engagement shall be retained as long as the trip and its accompanying paperwork has administrative value as identified by the Texas A&M University System records retention schedule agency item number 06.606.10.

7.2. All documents will be destroyed according to A&M-Central Texas' records destruction process.

Related Statutes, Policies, or Requirements

- Statute Texas Education Code, §51.950
- System Policy 13.04 *Student Travel*
- University Rule 13.04.99.D1 *Student Travel*
- A&M-Central Texas Disposing of State Records
- University Procedure 13.04.99.D1.02 *Study Abroad*
- University Rule 15.02.99.D1 *Export Controls*
- A&M-Central Texas Student Organization Manual

Definitions

- "Student group" shall be interpreted to mean a group of students not recognized as a formal student organization or part of a specific organization.
- "Student organization" shall be interpreted to mean a recognized organization under the auspices of the Office of Student & Civic Engagement and/or the Student Organization Manual
- "Trip Coordinator" shall be interpreted to mean the person who is completing all travel paperwork. This person may or may not be traveling as part of the identified trip.

Contact Office

- Office of Student & Civic Engagement
- (254) 519-5496