

College of Arts & Letters

Student Travel Procedure for Departments and Faculty

This Student Travel Procedure applies to every funded or unfunded University-related travel taken by any student.

The faculty member who is supervising the travel must:

- Provide a full list of student participants traveling, including their position, to the Dept. Office for review and approval 30 Days Before the first day of Travel:
 - Student or Volunteer (non-employee), or
 - Student Employee
- The list of event participants must be placed in the Concur request
- And in the Concur expense report if requesting any reimbursement for student allowable expenses paid for by the faculty member or on a university credit card account.
- Provide the link(s) to the forms to each student to request student travel, each student will need to complete the steps below and submit all forms 30 Days Before the first day of Travel.
 - All students/volunteers must complete travel authorization forms. Most forms are submitted in Adobe Sign* for review and approval by the faculty supervisor and then by Risk Management 30 Days Before the first day of Travel.
 1. Download, sign, and submit the [Release of Liability Waiver form*](#).
 2. Download, sign, and submit the [Emergency Contact Form](#).
 3. Download, sign, and submit the [Photo Release form](#).
 4. Review the [Notice to Students: Release, Hold Harmless, and Informed Consent Provisions](#).
 5. Driver Authorization:
 - For any New driver (someone who has not completed these forms in the last 12 months), must complete the [New Driver Packet](#) (includes forms: VOA, DAP, and STD 261)
 - For any driver who has driven before with the same faculty supervisor and completed these forms in the past 12 months), must complete the [Student Driver Authorization Forms](#) and the Defensive Driver Training (found on [CSU Learn](#)) annually.
 - There are additional requirements:
 - If UEI or UFSS (or other funding source) funding is involved.
 - If travel is international.

Failure to comply with these guidelines may result in unauthorized travel and the inability to reimburse students and faculty for their expenses.

Notes: Individual forms may be used if the above packet is unavailable

- Student/ Volunteer – non-employee
 - [Non-Employee Student / Volunteer Driver Authorization Checklist](#)
 - If the Student is not employed by the University, also complete the [Volunteer Registration Form](#). Student and Faculty Advisor or Dept. Chair completes these forms.
 - [Vehicle Operation Authorization \(VOA\)](#)
 - [Driver Authorization Process \(DAP\)](#)
 - [Authorization to use privately owned vehicle \(STD261\)](#)
 - [Emergency Contact Form](#)
 - If a volunteer (non-student or non-student employee) and is driving students, a background check may be required by risk management/HR.
- Student – employee
 - [Student Employee Checklist](#)
 - [Vehicle Operation Authorization \(VOA\)](#)
 - [Driver Authorization Process \(DAP\)](#)
 - [Authorization to use privately owned vehicle \(STD261\)](#)