MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure ("OP")
OP 70.09: Student Travel

Approval Authority:	President
Policy Type:	University Operating Policy and Procedure
Policy Owner:	President
Responsible Offices:	Vice President for Enrollment Management and Student Affairs Vice President for Administration and Finance
Next Scheduled Review:	09/01/2029. This OP will be reviewed September every three years, or as needed, by the Vice President for Enrollment Management and Student Affairs and the Vice President for Administration and Finance, with recommended revisions forwarded to the President as needed.

I. Purpose/Reason

The purpose of this OP is to assist students in safe travel for university-sanctioned trips and to provide information and requirements regarding transporting students on any University business or related travel activities of Midwestern State University ("MSU" or "University"), a component institution of the Texas Tech University ("TTU") System.

II. Definition of University-Sanctioned Travel

University-sanctioned travel occurs when travel meets one or more of the following conditions:

1. A university department or registered student organization plans ~~the~~ travel and/or recognizes it for professional or educational purposes.

2. The university or registered student organization requires travel.

3. University or registered student organization funds are used for travel.

4. Travel is undertaken in a university-owned or leased vehicle.

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~~II.~~III. Policy/Procedure

A. General

1. These procedures apply to anyone who engages in transporting students on any University-sanctioned travel ~~business or related travel activities~~. On a case-by-case basis, the Vice President for Enrollment Management and Student Affairs in consultation with the Vice President for Administration and Finance, or the designated representative they mutually select, may authorize exceptions to these procedures.

2. These procedures pertain to student travel more than 25 miles from campus.

3. These procedures ~~also~~ apply to commercial transportation and privately owned vehicles. ~~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 University and that is (a) funded by the University and the travel occurs using a vehicle owned or leased by the University, or (b) required by a student organization officially registered at the University. These procedures also apply to commercial transportation and privately owned vehicles.~~

~~3~~4. State appropriated funds cannot be used to pay for student travel.

~~4~~5. ~~The designated adviser(s) (faculty or staff) must accompany each student group. Any exception must be approved by the Dean of Students prior to such travel.~~A designated advisor or sponsor, who is a current benefits eligible University faculty or staff employee, must accompany the student travel. The following procedures must be followed prior to travel:

   a. ~~Pick up~~ Access the Student/Group Travel Form (Link A) online from the ~~in~~ Dean of Students office website, or by requesting a copy from the Dean of Students office.

   b. Complete the Student/Group Travel Form.

   c. Submit the Student Group/Travel Form~~travel form~~ at least ten (10) days prior to date of travel to the Dean of Students office.

   d. Receive ~~copy of~~ approval of the Student/Group~~ed~~ Travel Form from the Dean of Students office.

6. The following procedures are minimum standards; departments may mandate additional procedures.

B. Board Authorization

The President of the University is authorized by the Board of Regents of the TTU 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.

C. Travel Requirements and Planning

1. Student Travel Requirements

   ~~a. Student Travel (departmental or organization)~~

   A benefits eligible employee (faculty or ~~,~~ staff ~~or applicable teaching assistant~~) must be accountable for University-sanctioned travel ~~out-of-town trips~~ involving departmental student groups or ~~sponsored~~ registered student organizations and ensure that all travel documents are completed prior to travel. An accountable employee must accompany the students for the travel unless prior approval to travel without accompaniment is granted by the ~~Vice President for Enrollment Management and Student Affairs on the Student/Group Travel Form.~~ Dean of Students.

~~b. 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 Section II.C.2 below are applicable, and a benefits-eligible employee (faculty member or academic administrator) must be accountable for the student's travel.~~

2. The accountable employee must complete the following steps:

   a. Submit a "~~Pre-Approval ("PA")~~Request for Travel Authorization" (RTA, Link B) under the name of the employee accountable for the trip, including the name(s) of the student(s). (For Cash Advance Requests, see Section III.D (Student Travel Advances) below.)

      Note: Any University paid travel expenses (airfare, hotel, rental car, meals, etc.) should be indicated on the ~~Pre-Approval.~~ RTA form.

   b. Complete the "Student/Group Travel Form" (Link A). ~~(Link A)~~

   ~~c. Complete Provide the Student/Group Travel List. (Link B)~~

   ~~d~~c. Have each trip participant complete a ~~Student Activity Release Form~~ Release and Indemnification Agreement (Link C) ~~(Link C) and/or "Student Activity Release Form Private Vehicle" (Link D)~~ and return it to the department administrator who is responsible for retaining the releases. For official sports clubs, athletics, band, and other recurring team travel, blanket releases may be completed and submitted at the beginning of each year.

   d~~e~~. Have each trip participant sign and date the "Travel Allowance Form" (Link D) if students are provided the allowed city rate for meals. Attach the Travel

Allowance Form to the expense report. Meal receipts are not required if this form is used.

~~f. 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.~~

e. The accountable employee or their department will maintain the applicable student travel forms.

3. Departments authorizing students to use a privately owned vehicle to travel more than 25 miles from the campus for University-sanctioned travel~~to an event sponsored or organized by the University and is funded by the University~~, must comply with the following:

   a. Students shall not be compelled to use their personal vehicle.

   b. Students shall not be directed to transport other students or employees.

   c. Students must complete the Student/Group Travel Driver ~~Acknowledgment~~ Agreement ~~Statement~~Form (Link E).

   d. The accountable employee or their ~~D~~departments~~s~~ will maintain the ~~statements~~ forms with the applicable student travel forms.

D. Student Travel Advances

~~1.~~ Travel ~~Advances~~

~~2.~~

~~3.~~1. ~~Cash~~ ~~Travel~~ advances will be given only to the employee accountable for the student travel and expenses. An approved ~~Expense Report~~Travel Advance Request form (Link F) requesting an advance must be received by the MSU Business Office at least five (5) working days prior to the trip.

2. After the trip, the accountable employee must submit ~~an Expense Report~~a Travel Voucher form (Link 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:

   a. Coaches or directors for band, choir, ~~or~~ athletics, or club sports.

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

   Any other employees who accompany the students must complete an individual ~~Pre-Approval~~RTA form and ~~Expense Report~~Travel Voucher with accompanying documents.

   The only time faculty or staff meals are reimbursable for non-overnight student travel is when a faculty or staff member travels as part of a student group.

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3. Any unused funds should be returned to the ~~Student Accounts~~Business Office ~~with the~~when the Travel Voucher is submitted.~~Expense report~~. If the ~~Expense Report~~Travel Voucher exceeds the amount of the travel advance, a reimbursement check will be issued to the accountable employee for the difference.

4. The accountable employee who fails to submit the ~~expense report~~Travel Voucher 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.

5. In addition to following these procedures, employees and students are required to comply with all Texas Tech University System regulations and University operating policies and procedures ~~operating policies~~ for University travel.

E. Reserving Vehicles through State-Contracted Rental Companies

1. Reservations for rental vehicles for University-sanctioned travel must be made by an accountable employee in the department. Students and temporary/casual employees cannot reserve rental vehicles.

2. Employees can use a state corporate travel card, a personal credit card, or request to use direct billing through ~~Enterprise~~ a State-contracted rental company. The rental company cannot accept purchase orders to reserve vehicles.

3. Personal Accident Insurance ("PAI") must be purchased through the rental company for ~~students traveling~~student travel occurring in rental vehicles.

F. Driver Eligibility and Vehicle Safety Requirements

For information on driver eligibility and vehicle safety requirements, please refer to MSU OP 36.02: University Vehicles. 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.

G. Privately Owned Vehicles

1. Individuals who use their own vehicles for U~~u~~niversity-sanctioned travel are to meet the same standards as those employees who drive university vehicles.
2. In the event a student has an accident while using his or her own private vehicle for university-sanctioned travel, it ~~should~~must be reported to both the student's insurance carrier and the registered student organization advisor or immediate university supervisor.

G. ~~H.~~ Safety Procedures

It ~~will~~is be the policy of MSU that all individuals on U~~u~~niversity-sanctioned travel follow the safety procedures listed below:

1. Drivers will comply with all applicable traffic laws and regulations.

2. The number of occupants in a vehicle shall not exceed the number of working seat belts in the vehicle.

3. All occupants must use seat belts when the vehicle is in motion.

4. All occupants must remain seated when the vehicle is in motion.

5. Use of radar/laser detection devices is prohibited.

6. Use of headphones or earphones by the driver is prohibited.

I. 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.

K. Non-Traditional Lodging

Any use of non-traditional lodging (i.e., Airbnb, Vrbo, etc.) for student travel requires written preapproval by the appropriate senior administrator (Vice President or President).

L. Trip Insurance

Midwestern State University does not provide trip accident insurance for ~~individuals not employed by the~~ students participating in University-sanctioned travel, unless the student is a current employee of the University, or the accident occurs in a University-owned or leased vehicle. ~~Contact the Business Office regarding optional trip insurance which is available at a reasonable cost.~~

M. Alcohol/Controlled Substances

It is the policy of MSU to prohibit the use of alcohol or any controlled substance in all university-owned or leased vehicles. This policy extends to privately owned vehicles that are used for university-sanctioned travel.

N. Student Conduct

All MSU students involved in university-sanctioned travel will represent MSU to the best of their ability and abide by the MSU Student Code of Conduct.

~~III.~~IV. Related Statutes, Rules, Policies, Forms, Links, and Websites

TTU
TTU System *Regents' Rule* 12.04
Link: Fly America Act Waiver Checklist

MSU

MSU OP 70.01: Travel Authority and Definitions for MSU
MSU OP 70.02: Authorization for Official Travel
MSU OP 70.03: University Paid Expenses
MSU OP 70.04: Reimbursement of Travel Expenses
MSU OP 70.07: International Travel
MSU OP 70.08: Use of the State Travel Card
MSU OP 70.10: International Travel Insurance Program
MSU OP 36.02: University Vehicles

Links
Link A: Student/Group Travel Form
Link B: Request for Travel Authorization
Link C: Release and Indemnification Agreement Form
Link D: Travel Allowance Form
Link E: Student/Group Travel Driver ~~Acknowledgment~~ Agreement ~~Statement~~Form
Link F: Travel Advance Request Form
Link G: Travel Voucher Form

~~IV.~~V. Responsible Office

Contact: Vice President for Enrollment Management and Student Affairs
Phone: (940) 397-4291
E-mail: keith.lamb@msutexas.edu

Contact: Vice President for Administration and Finance
Phone: (940) 397-4237
E-mail: chris.stovall@msutexas.edu

~~V.~~VI. Revision History

__ ______ 2026: Approved and adopted by MSU President Stacia Haynie as Operating Policy/Procedure ("OP") 70.09: Student Travel, to align with the TTU System and replace the former MSU OP 10.10: Student Travel Policy.

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Stacia Haynie, President
Midwestern State University

Date Signed: _______________________________

Student Travel

To ensure that student safety is a priority, Midwestern State University's policy for student travel is intended to assist students in safe travel for university-sanctioned trips. This policy pertains to students or registered student organizations that travel over twenty-five (25) miles to a university-sanctioned event. Information related to the Student Travel Policy is available in the Midwestern State University Operating Policy 10.10, Student Travel Policy.

TEXAS TECH UNIVERSITY
OP 34.06: Sponsorship of Student Activities and Off-Campus Trips
DATE: June 8, 2023
PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to provide information regarding faculty sponsorship of student activities and off-campus trips.
REVIEW: This OP will be reviewed every two years after publication by the Vice Provost for Academic Innovation and Student Success and Vice Provost for Student Life with substantive revisions presented to the Provost and Senior Vice President for Academic Affairs.
POLICY/PROCEDURE
1. Sponsor

a. The sponsor of a student activity is selected by the organization from faculty or full-time staff members who have been employed by the university for at least one year. The function of the sponsor is to aid the organization in attaining its announced objectives, develop leadership within the membership of the organization, and aid the development of the individual member through constructive criticism and suggestion whenever the relationship makes this function possible. Responsibility rests with the organization to ask for the sponsor's assistance in solving the problems and handling the business of the organization.
b. The sponsor's attendance at the organization's meetings is desirable, though not mandatory. The sponsor frequently serves as chaperone at the organization's social events.
c. The sponsor may call upon the Student Involvement Office for interpretations of university rules and policies regarding university organizations.

2. Off-Campus Student Trips and Activities

a. Registered student organizations are free to make such off-campus trips as are deemed worthwhile by the membership and sponsors of the organization. Students and their parents should understand that participation in such off-campus trips and activities is at the student's own risk. If personal injury or accident should occur to students or other persons during such activities, Texas Tech will assume no responsibility, financial or otherwise.
Faculty and staff sponsors and organization officers are urged to take all possible precautions to ensure the safety and well-being of all persons participating in the off-campus activity. Each group making an off-campus trip should identify specifically the questions of financial liability for accident or injury and appropriate insurance coverage as either the responsibility of each individual student or a responsibility that has been assumed by the group for that specific occasion.

b. With regard to rooming arrangements, do not exceed maximum hotel room occupancy given bed type including availability of rollaway or pull-out beds. Roommate sharing and matching are voluntary. It is advised to provide notification to students in advance that roommate assignment will occur in accordance with room occupancy specifications. Offer participating students the opportunity to communicate needs/requests in advance of rooms being assigned and in advance of the trip. If a student needs an individual room due to health reasons or other need/request, those circumstances may be reviewed on a case-by-case basis.
c. There is no official registration procedure for official off-campus trips, and there are no official excused class absences for students who participate in off-campus trips by student organizations. Students will be responsible for making their own individual arrangements with instructors for classwork missed while participating in an off-campus trip. Instructors will be free to set their own requirements for classwork missed under such circumstances; they must grant students an opportunity to make up all coursework missed while participating in an official off-campus trip.
d. The university provides an optional group accident and health insurance plan for students, with enrollment during registration for the fall and spring semesters. Also available is a very economical trip insurance plan for student groups and their faculty or staff sponsor. The sponsor may obtain insurance application forms at the Contract Management Office. Trip insurance also may be purchased from private insurance companies.

3. Policy Concerning Student Releases and Medical Authorizations

The following applies to travel undertaken by one or more students presently enrolled at Texas Tech to reach a university-related activity located more than twenty-five miles from the university. It applies to travel required by a registered student organization.

Each student who travels by motor vehicle (or any other form of transportation) to participate in a university-related activity, including, but not limited to, academic-related field trips, courses, competitions or contests, or non-academic activities such as those sponsored by University Recreation, must execute a copy of the *Student Activity Release Form* prior to such activities. That document follows this OP as an attachment. (Refer to OP 79.13, University-related Travel by Motor Vehicle, Commercial Carrier, and Aircraft, for additional information regarding university-related travel by motor vehicle, commercial carrier, and aircraft.) ***Board of Regents Meeting, December 13–14, 2001**

4. Clery

Texas Tech University is required to disclose statistics for any Clery crime that occurs in university-owned or -controlled geography. Any school-sponsored trip MUST be submitted to the Clery Compliance Officer (clerycompliance@ttu.edu) at the conclusion of the event.

Texas Tech University-sponsored overnight trips are included in TTU's Clery geography if:

a. The university pays for all or part of the trip (this includes if students pay for something and are later reimbursed by the university);
b. A written agreement to stay there is in place;

c. The trip is at a repeated use overnight location (the group stays in the same hotel each time the event occurs);
d. The trip is longer than one night.

Should any trip meet the qualifications for Clery travel, a *Clery Travel Form* must be submitted by the group's advisor within two weeks.

Attachment: *Student Activity Release Form*

Angelo State University

OP 70.09 Student Travel

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 June every five years, or as needed, by the purchasing and travel supervisor in consultation with the director of student life and the director of risk and emergency management with recommended revisions forwarded through the vice president for finance and administration to the president as needed.

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 occurs 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)
         A benefits eligible employee (faculty, staff, or applicable teaching 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 vice president of student affairs and enrollment management 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 a benefits eligible employee (faculty member or academic administrator) must be accountable for the student's travel.

B. The accountable employee must complete the following steps:
   1. Submit a Pre-Approval under the name of the employee accountable for the trip, including the name(s) of the student(s). (For Cash Advance Requests, see section 4.)
      a. Any university paid expenses (airfare, hotel, rental car) should be indicated on the Pre-Approval.
   2. Complete Student/Group Travel Form. (Link A)
   3. Complete the Student/Group Travel List. (Link B)
   4. Have each trip participant complete a "Student Activity Release Form" (Link C) and/or "Student Activity Release Form Private Vehicle" (Link D) return it to the department administrator who is responsible for retaining the releases. For official sports clubs, 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" (Link E) if students are provided the allowed city rate 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.

C. Departments authorizing students to use a privately owned vehicle to travel more than 25 miles from the campus to an event that is sponsored or organized by the institution and is funded by the institution, must comply with the following:
   1. Students shall not be compelled to use their personal vehicle.
   2. Students shall not be directed to transport other students or employees.
   3. Students must complete the Student Driver Acknowledgment Statement. (Link F)
   4. Departments will maintain the statements with the applicable student travel forms.

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 Expense Report requesting an advance must be received by the Travel Office at least five (5) working days prior to the trip.

B. After the trip, the accountable employee must submit an Expense Report 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 other employees who accompany the students must complete an individual Pre-Approval and Expense Report with accompanying documents.

The only time faculty or staff meals are reimbursable for non-overnight travel is when a faculty or staff member travels as part of a student group.

C. Any unused funds should be returned to the Student Accounts Office with the Expense Report. If the 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 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. Reservations for rental vehicles must be made by an accountable employee in the department Students and temporary/casual employees cannot reserve rental vehicles.
   B. Employees can use a state corporate travel card, a personal credit card, or request to use direct billing through Enterprise. The rental company cannot accept purchase orders to reserve vehicles.
   C. Personal Accident Insurance (PAI) must be purchased through the rental company for students traveling in rental vehicles.
6. **Driver Eligibility and Vehicle Safety Requirements**

   For information on driver eligibility and vehicle safety requirements, please refer to Operating Policy *University Vehicles, OP 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.

Link A: *Student/Group Travel Form*
Link B: *Student/Group Travel List*
Link C: *Student Activity Release Form*
Link D: *Student Activity Release Form Private Vehicle*
Link E: *Travel Allowance Form*
Link F: *Student Driver Acknowledgment Statement*

Attachments