#### STUDENT AFFAIRS STUDENT TRAVEL POLICY

The Division of Student Affairs supports travel for its student leaders and student organizations. The Division recognizes the importance of student participation in university-related activities including but not limited to competitions, conferences, conventions, retreats, workshops, etc.

Travel is recognized as a part of a student’s leadership experience. Directors of departments are responsible for developing consistent and fair policies that encourage student participation while maintaining regard for overall resource allocations and benefits and services for students.

Student organization funds cannot be used for individual Department Sponsor/Organization Advisor travel.

All student travelers are bound by the Code of Student Conduct of Texas Tech University.

To ensure consistency within the Division and to promote appropriate travel for those students interested, please see TTU OP 79.13 for established policies for student travel. In addition, the following Student Affairs policies and practices have been established.

*Travel requests for any travel outside the continental United States must be submitted 60 days prior to travel date to the Associate Vice Provost for Student Affairs for their review and approval. The Associate Vice Provost will identify the source of funding should travel be approved. Applicants for the travel must meet same criteria established for other travel requests. Please refer to OP79.05 for additional information.*

## ADMINISTRATIVE POLICIES

### Department Sponsor/Organization Advisor

* When deemed appropriate by the department Director or designee, a Department Sponsor/Organization Advisor should be chosen to accompany students while traveling.
* If Department Sponsor/Organization Advisor is required to accompany a student traveler(s), their expenses will be reimbursed under the Student Affairs professional travel policy.
* The Department Sponsor/Organization Advisor will be ultimately accountable for trip planning, schedule, liability waivers, actions/behaviors of the group, and completion of appropriate paperwork.
* The safety of the student travelers should always be at the forefront of the Department Sponsor/Organization Advisor’s plans.
* An appropriate schedule for the trip should be created and followed. Any additional side trips or activities should be approved in advance.
* The department Director or designee should be contacted immediately when any emergency or major problem occurs during student travel.
* For **group travel,** the Department Sponsor/Organization Advisor is responsible for **group travel advances**:
  + Any group that wishes a travel advance must turn in the trip application to the department a minimum of two weeks prior to the departure date. (This allows for review of the application, signatures and for the official travel application to be processed by Travel Services.)
  + The travel advance is issued in the name of the individual responsible for the group travel. (Generally this is Department Sponsor/Organization Advisor.)
  + No group may have more than one outstanding cash advance at a time. (This encourages groups to make sure that they meet the deadline to reconcile.) Please note that it is possible for the Department Sponsor/Organization Advisor to have several groups, thus several advances, however no more than one advance per group.
  + Cash advances are available at the Travel Services (Room 405 Texas Tech Plaza building located at 19th & University) two days prior to departure. (The advance is picked up and signed for by the Department Sponsor/Organization Advisor.)
  + Cash advances are issued for 90% of the travel request.
  + Upon return to campus the group should reconcile travel. Within five (5) working days of return the group should reconcile travel and have filed the travel voucher with Travel Services. (The voucher form is completed online and printed for signature approval. All receipts, if applicable, should be attached to the voucher and this should be turned in to Travel Services.)

### Application Process

* Prior to electronic submission of the university’s official travel application form, all official travel requests must be reviewed and signed by department Director or designee.
* No individual member of a group/team should participate in University-related travel without his/her name listed on the internal and/or university travel application.
* Any student designated to travel who makes changes that causes additional charges to be incurred will be responsible for paying those extra charges.

### Waivers

* Please refer to TTU OP 79.13, Attachment B, for the “Student Activity Release Form” for use regarding student travel.

**Expenses**

* Any additional expenses incurred by anyone other than the traveler must be paid by the Student Affairs student traveler.
* Keep all receipts. Failure to do so will result in reduced reimbursement to the student traveler.
* Minimize expenses by sharing taxis, etc.
* Personal telephone calls will not be reimbursed.
* Internet access from a hotel room, etc., will not be reimbursed unless approved in advance by department Director.
* Alcoholic beverages will not be reimbursed.
* Tips will not be reimbursed.
* Movie rentals (hotel rooms, etc.) will not be reimbursed.

### Voucher Process

* All travel voucher forms should be reviewed by advisor and/or department Director prior to electronic submission and should be submitted within five (5) working days after returning from travel.

### Reports

* All Student Affairs travelers must submit a one-page report to their department Director at the end of each trip. This report should include the following:
  + Purpose of trip
  + Type of meeting, etc
  + Professional material gained from experience

### Travel Log

* Each department Director is responsible for maintaining a travel log that outlines each student’s professional travel and the expenses incurred.
* This log, outlining each department’s student travel, will be submitted to Student Affairs twice a year on December 15th and August 15th respectively.
* This log will also include the total departmental student travel expenditure for that semester.

# GENERAL POLICIES

# Convention Registration

* Students who miss registration deadlines will be personally responsible for any late charges incurred.
* Timely registration is required to avoid late registration charges.

# Convention Hotel

* Student Affairs student travelers are encouraged to stay in the convention hotel(s).
* If the convention hotel rate exceeds the maximum state allowance, the student organization and/or department will pay the cost difference.
* If less expensive hotels are available, travelers have the option to choose these hotels in an effort to reduce costs. However, the total cost to the student organization and/or department should be considered—including taxi fares, etc., from the non-convention hotel.
* Student Affairs student travelers who stay at hotels other than convention hotels *because of personal preference* will be personally responsible for charges incurred that are above the convention hotel rate.

# Taxi/Uber

* As a rule, only taxi fares from airport to hotel, hotel to airport will be reimbursed.
* Other taxi fares such as travel to off site workshops; facility tours, etc. must have prior approval from the department Director.
* Use of taxi or limousine service for all other purposes must have prior approval from the department Director.
* Student traveler must detail point-to-point and fare per trip; receipts required.

# Per Diem

* Student Affairs student travelers may be reimbursed for food based on approved state per diem rates as provided by Travel Services.
* Actual food expense will only be approved only if less than per diem rates. **Receipts must be turned in.**
* The individual student traveler will pay any costs over the per diem rates.
* Meals provided by registration fees or paid for by outside source (vendors, school socials, etc) cannot be claimed as part of that days per diem.
* Traveler should know in advance of trip what the per diem amounts are, so they can plan accordingly.

# Airport Parking

* Parking fees at the Lubbock International Airport are an approved expense.
* Students are encouraged to carpool to the airport.
* Mileage to/from the airport will not be reimbursed to the student traveler.
* Alternative methods of transportation (taxi or limousine service) to/from the airport may be permitted to avoid additional parking charges.

# Rental Cars

* When necessary, rental cars are an acceptable means for travel.

* Prior to a trip Student Affairs student traveler should compare the costs of a rental car to the use of shuttles, hotel parking, etc. and use the most efficient/economical method of transportation.
* If rental cars (or personal mileage) is claimed, a calculation will be processed to determine the cheaper rate (personal mileage vs. rental car). After the calculation is complete reimbursement will be processed for the cheaper option (per TTU policy effective spring 2018).
* Student travelers should use a contract rental car agency because the contract rates include loss/damage waiver insurance. If the student chooses not to use a contract vendor, he or she will be responsible for obtaining his or her own auto insurance, which is generally not reimbursable. Also, the maximum car rental reimbursement will be limited to no more than the contract rate.
* Refer to OP 79.13 for rules regarding the use of university vehicles for travel.
* The department Director should approve use of a rental car prior to travel.

# Airlines

* Use of commercial airlines is a necessary means of transportation for most off- campus student travel.
* Any student missing a scheduled flight for any reason other than illness or accident will be solely responsible for all costs incurred and could be restricted from any additional University-related travel. Special circumstances should be brought to the attention of the department Director immediately.
* Whenever possible, the state contract rate for airline travel should be used if it is the least costly for the department.
* Researching the most efficient and affordable airline arrangements is highly recommended. The most cost-effective rate should always be used for student travel.

### University Related Travel by Motor Vehicle

* Refer to TTU OP 79.13 for established policy for student travel.
* Note “Approved Driver and 15 Passenger Van Driver Training” requirements.

### Cash Advances for Individual Student Travelers

* Cash advances are available to students two days prior to the travel date.
* Cash advances are limited to 90% of travel expense of anticipated out-of-pocket travel expense. Airline tickets may be purchased through Travel Services to avoid out-of-pocket expense to the student traveler.
* Cash advances must be picked up and signed for by the student traveler in Travel Services in the Texas Tech Plaza building located at 19th & University, Room 405.
* It is the responsibility of the Departmental Sponsor/Organization Advisor and/or department Director to ensure that travel vouchers are submitted within five (5) days of completion of University-related travel.
* It is the responsibility of the Departmental Sponsor/Organization Advisor and/or department Director to collect any excess cash advance at the time the travel voucher is submitted.