

TEXAS STATE TECHNICAL COLLEGE SYSTEM
SYSTEM OPERATING STANDARD

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| No.ES.3.22 | Page 1 of 6 | Effective Date: 05/29/07 |
| DIVISION: | Educational Services and Fiscal Affairs | |
| SUBJECT: | Student Travel | |
| AUTHORITY: | Texas Education Code, Chapter 51.950 Minute Order #03-02 | |
| PROPOSED BY: | Vice Presidents of Financial and Administrative Services | Date: 05/21/07 |
| RECOMMENDED BY: | Leadership Alliance | Date: 05/29/07 |
| APPROVED BY: | <i>Original Signed by Bill Segura</i> | |
| TITLE: | Chancellor | Date: 05/29/07 |

STATUS: Approved by Leadership Alliance 05/29/07

HISTORICAL STATUS: Approved by BOR 02/08/02
 Approved BOR Executive Committee 12/20/01 (EA-09-01)
 Proposed 12/7/01

POLICY

It is the policy of Texas State Technical College to pre-approve college-sponsored student travel for trips of more than twenty-five miles from the college or primary campus location of students regardless of the means of travel utilized, including use of personal vehicles, college owned motor vehicles, state owned aircraft, and public modes of transportation. Students and employees are required to comply with all applicable motor vehicle and aircraft safety operating standards (i.e. use of seat belts or other passenger seat restraints, passenger and weight limitations, cargo and luggage security, locked doors, etc.). Only employees of the college are authorized to operate state-owned motor vehicles, and employees operating state-owned motor vehicles must be eligible to be insured under the college's motor vehicle liability insurance policy. During college-sponsored student motor vehicle trips, operators of motor vehicles shall not begin travel if fatigued, and shall take a minimum ten-minute rest break every two hours of driving to avoid driver fatigue.

PERTINENT INFORMATION

Student travel is often required in order to fulfill an important part of the overall educational experience by allowing students to participate in both curricular and co-curricular activities at events that take place at off-campus locations. In order to ensure that student travel is necessary and related to TSTC activities, approval for a sanctioned trip and signed liability releases must be completed prior to any officially sanctioned student travel.

For purposes of this SOS, “Student travel” includes travel involving one or more students traveling to an event or activity that is organized or sponsored by the college and is located more than 25 miles from the college or primary campus location of the student.

The General Appropriations Act allows travel expenditures from state funds only for employees and where appropriate, prospective employees. No state funds may be expended for student travel reimbursement. Expenses for students while participating in formal academic training such as, but not limited to, clinicals, co-ops, etc. may not be reimbursed from any college funds.

DELEGATION OF AUTHORITY

The Vice President for Student Learning has final authority for approval of student travel related to course curricula for educational credit, for departmental recruitment, or job placement. The Vice President for Student Development has final authority for approval of student travel for all co-curricular activities (i.e. student organizations, recreational sports, etc.).

OPERATING REQUIREMENTS

- A. Student travel is considered an official activity if it is in relation to any activity required as part of a course, to assist with the recruitment of students, for the purpose of departmental job placement, or as part of activities of a recognized student organization. All applicable college policies and practices must be observed during a TSTC-sponsored trip, including those regarding the use of Alcohol and Controlled Substances.
- B. The faculty/staff member or student organization advisor is responsible for distribution and retrieval of the following forms prior to the travel date:
 1. **Travel Request Form** (The Travel Request should contain a description of the function or activity, location, inclusive dates and times of the travel. The names of students in the party and how to contact them will be included. The purpose of the trip, how the student(s) will be representing TSTC and an estimate of expenses to be incurred will also be stated. The appropriate Vice President will ascertain the validity of the proposed travel and availability of funds before granting approval). See Attachment A.
 2. **Field Trip Release Form** (Faculty/staff member or student organization

advisor completes Section 1; student and/or parent/guardian signature(s) required). See Attachment B.

C. The faculty/staff member or student organization advisor is responsible for the following:

1. Must be on the approved list of institutional employees eligible to operate a state vehicle;
2. Is responsible for reserving and operating the vehicle at all times;
3. Ensure that all vehicle occupants comply with the vehicle safety operating standards (i.e. use of seat belts or other passenger seat restraints, cargo luggage secured, doors locked, etc.);
4. Ensure that the total passenger and cargo load does not exceed the manufacturer's recommended vehicle gross weight limits; and
5. As the designated driver, take a minimum ten minute rest break every two hours to avoid driver fatigue.

D. After travel is completed and expenses incurred, the faculty/staff sponsor or advisor will submit a request for reimbursement. Expenses that qualify for reimbursement are subject to the approval of the appropriate Vice President based upon each college's Campus Operating Procedure. Expenses reimbursed may include the following:

1. **Mileage** shall be point to point as determined by the official Texas State Mileage Guide. If transportation is provided by the College and a student elects to take their own vehicle, mileage will not be reimbursed.
2. **Use of state-owned vehicles.** Only actual gasoline expense will be paid. Only state employees are authorized to drive state-owned vehicles. Receipts are required.
3. **Lodging** can be reimbursed based on actual cost not to exceed state allowable rate. Receipts are required.
4. **Meals** can be reimbursed not to exceed the following per diem cost for travel that involves overnight stay away from the student's home location:

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|-------------------------|---------------------------------|
| Departure from college: | |
| Before 6:00 a.m. | \$36 (breakfast, lunch, dinner) |
| Before 12:00 noon | \$29 (lunch, dinner) |
| Before 7:00 p.m. | \$18 (dinner) |

Arrival to college:

| | |
|-------------------|---------------------------------|
| After 7:00 p.m. | \$36 (breakfast, lunch, dinner) |
| After 12:00 noon | \$18 (breakfast, lunch) |
| Before 12:00 noon | \$ 7 (breakfast) |

The cost of any meals included in the registration fee is not subject to reimbursement. Clubs and organizations reserve the right to reimburse more or less than the scheduled per diem rate depending upon the availability of club/organization funds.

5. **Registration fees** may be allowed. The faculty/staff advisor or sponsor requesting the trip and the approving authority will coordinate with the appropriate Vice President for maximum amounts that will be reimbursed for registration fees before the trip occurs.

PERFORMANCE STANDARDS

1. All student-sponsored student travel is approved before travel has occurred.
2. All student-required forms are completed before travel has occurred.
3. Expense reports are promptly submitted after the travel has occurred.

COLLEGE OPERATING PROCEDURE

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| COLLEGE | | Page 1 of |
| OFFICE OF RESPONSIBILITY: | | |
| APPROVED BY: | | |
| TITLE: | | Date |
| FORWARDED TO SYSTEM OFFICE ON | | |

Attachment A

**Texas State Technical College
STUDENT TRAVEL REQUEST**

Name of Club, Organization or Program/Department _____

Name of Advisor, Sponsor or Instructor: _____

Purpose of Travel: _____

Destination Address: _____

Destination Telephone Number: _____

Date of Expected Travel (from): _____ (to) _____

Time of Expected Travel (from): _____ (to) _____

Is a state vehicle being used? Yes _____ No _____

Name(s) of TSTC Employee(s) Who Will Travel:

Name(s) of TSTC Students Who Will Travel:

Estimated Cost for Mileage: _____

Estimated Cost for Meals: _____

Estimated Cost for Lodging: _____

Sponsor/Advisor Signature: _____ Date: _____

Dean/Manager Signature: _____ Date: _____

Attachment B

**Texas State Technical College
FIELD TRIP RELEASE FORM (form maintained by trip leader/club sponsor)**

Section 1 (To be completed by field trip leader/club sponsor)

Club/Class: _____
Field Trip Leader/Sponsor: _____
Trip Purpose: _____
Trip Location(s): _____
Field Trip Date(s): _____
Equipment/Supplies to be provided:
By Participant: _____

By Field Trip Leader: _____

Physical activities to be undertaken include: _____

Section 2 (To be completed by adult student field trip participant, or parent/guardian if participant is 17 years of age or younger)

I acknowledge that there are certain risks inherent in field trips. I acknowledge that all risks cannot be prevented and I assume those beyond the control of the college staff. I represent that I am physically able, with or without accommodation, to participate in this field trip and am able to use the equipment and/or supplies described above. *To request disability accommodations for this trip, please contact the disabled students office at least 10 days in advance of the trip.*

Should I require emergency medical treatment as a result of accident or illness arising during the field trip, I consent to such treatment. I acknowledge that the college does not provide health and accident insurance for field trip participants and I agree to be financially responsible for any medical bills incurred as a result of emergency medical treatment. I will notify the trip leader/club sponsor in writing if I have medical conditions about which emergency medical personnel should be informed.

By signing below, I acknowledge that I have read and understand the above release of liability.

If the participant is 17 years of age or younger, this release must be signed by a parent or legal guardian. Emancipated minors (students under 18 classified as independent by Title IV DOE regulations) are exempt from obtaining parent/guardian signature.

Print Name: _____

Signature: _____

Date: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____