

## UNIVERSITY RULE

### 13.04.99.M1 Student Travel

*Approved January 20, 2002*

*Revised September 20, 2006*

*Revised February 18, 2013*

*Revised May 25, 2018*

*Next Scheduled Review: May 25, 2023*

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#### Rule and Reason Statement

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The purpose of this Rule is to promote the health and welfare of Texas A&M University undergraduate, graduate, and professional students by regulating student travel.

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#### Definitions

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**Student travel** is defined as travel that is undertaken by one or more students currently enrolled at the University to reach an activity or event organized or sponsored by the University that is located more than 25 miles from the University site where the student is currently enrolled and that is:

- funded by the University and students use a vehicle owned or leased by the University; or
- required by a student organization recognized at the University; or
- any international travel for a University purpose, regardless of credit or funding.

An **event or activity organized by the University** is one that is initiated, planned and organized by a University faculty or staff member or by a recognized student organization and approved in accordance with applicable University requirements.

An **event or activity sponsored by the University** is one that the University sponsors by providing funding or sending students to participate as official representatives of the University.

Types of activities and events covered by this Rule include course-related field trips, activities of sponsored student organizations, recreational sports club trips, and meetings of academic organizations where a student is officially representing the University.

This Rule does not apply to student travel to engage in student teaching, internships, clinical rotations, practicums, observations or research, unless the research or observation is organized by a member of the faculty. However, in these cases, students are encouraged to follow the safety provisions set out in this Rule and SAP [13.04.99.M1.01, \*Student Travel Procedures\*](#).

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## Official Rule/ Responsibilities/ Process

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### 1. RESPONSIBILITY

- 1.1. It is the responsibility of the entity (e.g., University department, student organization, academic program, etc.) that organizes or sponsors the student travel to have a monitoring process to ensure student travel procedures in this Rule are followed.

### 2. TRAVEL NOTIFICATION

To ensure the University has necessary information in the event of a critical incident, written notification of student travel must be provided prior to departure to the following:

- 2.1. The University department, unit, or student organization advisor, and
- 2.2. The applicable University Student Travel Database.
  - 2.2.1. Texas A&M University
    - If traveling domestically, travel notification should be completed utilizing the Travel Information Form provided by Student Activities ([https://stuactonline.tamu.edu/app/form\\_travel](https://stuactonline.tamu.edu/app/form_travel)).
      - All domestic student travel by members of a recognized student organization must be entered into the Student Activities database.
      - With the exception of travel by recognized student organizations, if the travel is wholly within the State of Texas, the University department or unit organizing or sponsoring the activity or event may elect to require notification to the department or unit only; such election must be approved in writing by the department or unit head.
    - If traveling internationally, travel notification and registration must be completed through the Study Abroad Programs Office. In order to facilitate the required training, crisis management planning, and procurement of health insurance and emergency service coverage, the travel notification and registration should be completed no later than one week prior to departure. (<http://studyabroad.tamu.edu>).
  - 2.2.2. Texas A&M University at Galveston Student Travel.
    - If traveling domestically, travel notification should be completed utilizing the Travel Information Form provided by Student Activities (TAMU Galveston students - <https://tamug.collegiatelink.net>).
      - All domestic student travel by members of a recognized student organization must be entered into the Student Activities database.

- With the exception of travel by recognized student organizations, if the travel is wholly within the State of Texas, the University department or unit organizing or sponsoring the activity or event may elect to require notification to the department or unit only; such election must be approved in writing by the department or unit head.
- If traveling internationally, travel notification and registration must be completed through the Study Abroad Programs Office. In order to facilitate the required training, crisis management planning, and procurement of health insurance and emergency service coverage, the travel notification and registration should be completed no later than one week prior to departure. (<http://studyabroad.tamu.edu>).

#### 2.2.3. Texas A&M University at Qatar Student Travel

- For international or domestic travel, students will be required to complete the International Student Travel Training, and document their travel in OrgSync (<https://www.qatar.tamu.edu/students/student-affairs/student-resources/student-travel>).

### 3. SAFETY

- 3.1. Student travel may require use of various modes of transportation. Each form of transportation requires students to follow common and mode-specific safety precautions. In addition to following applicable international, federal and/or state laws and using sound judgment when traveling, students must follow the provisions listed in SAP [13.04.99.M1.01, \*Student Travel Procedures\*](#), according to the specific mode of travel involved and travel conditions.
- 3.2. Operators must possess a valid operator's license that is appropriate for the classification of vehicle being driven.
- 3.3. Operators and all occupants must use seat belts or other available safety restraints while the vehicle is in motion.
- 3.4. Operators, occupants, and their luggage should not exceed the vehicle manufacturer's recommended capacity.
- 3.5. Operator fatigue should be considered when selecting operators. On lengthy trips, alternate operators should be used to avoid fatigue.

### 4. STUDENTS TRAVELING INTERNATIONALLY

- 4.1. All foreign travel regulations, rules, and standard administrative procedures must be followed, most notably SAP [21.01.03.M0.02, \*Foreign Travel\*](#), which includes procedures on requesting approval to travel to an extreme risk country or region, as identified on the Texas A&M University Travel Advisory List.

### 5. ADDITIONAL PROCEDURES

- 5.1. This Rule is considered to be a minimum standard. Departments, units, and/or student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of student travel.
- 5.2. The information collected under this Rule may be used to track certain high-impact educational experiences for TAMU students.
- 5.3. Records including but not limited to travel notifications, waiver and release forms, and training completions must be retained by the responsible entity in accordance with record retention requirements.
- 5.4. Students not employed by the University are not allowed to drive University owned vehicles.

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### **Related Statutes, Policies, or Requirements**

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[System Policy 13.04, \*Student Travel\*](#)

[University SAP 13.04.99.M1.01, \*Student Travel Procedures\*](#)

[University SAP 21.01.03.M0.02, \*Foreign Travel\*](#)

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### **Forms**

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Domestic travel information form (Texas A&M University College Station students):  
[https://studentactivities.tamu.edu/app/form\\_travel/index](https://studentactivities.tamu.edu/app/form_travel/index)

Domestic travel information form (Texas A&M at Galveston students):  
<https://tamug.collegiatelink.net>

Domestic travel information, forms, and training (Texas A&M at Qatar students):  
<https://www.qatar.tamu.edu/students/student-affairs/student-resources/student-travel>

Assumption of Risk form:  
<http://studentactivities.tamu.edu/wp-content/uploads/2014/10/riskrelease.pdf>

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### **Contact Office**

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[Vice President for Student Affairs](#)  
[Provost and Executive Vice President](#)