

STANDARD ADMINISTRATIVE PROCEDURE

13.04.99.M1.01 Student Travel Procedures

Approved February 8, 2002

Revised November 4, 2002

Revised September 20, 2006

Revised March 15, 2010

Revised June 6, 2011

Revised June 11, 2018

Revised December 18, 2024

Next scheduled review: December 18, 2029

Standard Administrative Procedure Statement

This Standard Administrative Procedure (SAP), in conjunction with the university rule *13.04.99.M1, Student Travel*, is a minimum standard for university organized or sponsored student travel, as defined in *13.04.99.M1*.

Official Procedure/ Responsibilities/ Process

1. RESPONSIBILITY

- 1.1. It is the responsibility of the entity (e.g., university department, recognized student organization, academic program, etc.) that organizes or sponsors the student travel to have a monitoring process to ensure student travel procedures in this SAP are followed.
- 1.2. Departments, units, and/or recognized student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of university organized or sponsored student travel. Departments or units should submit proposals for additional standards through the chain of command to the appropriate vice president. Student organizations should consult with the organization's advisor and the Department of Student Activities, or equivalent branch campus entity, prior to implementing any additional standards.
- 1.3. Records including but not limited to travel notifications, waiver and release forms, and training completions must be retained by the entity responsible for the records in accordance with record retention requirements.

2. PROCEDURES

- 2.1. **Travel Notification.** Written notification of student travel must be provided prior to departure as outlined in *13.04.99.M1, Student Travel*, Section 2.

- 2.1.1. Written notification submitted prior to the departure is required for recognized student organizations to receive reimbursement for travel or travel-related expenses through the Student Organization Finance Center (SOFC). Any exception will be up to the discretion of SOFC.

Written notification should include:

- a) name(s) of the student(s) traveling and Universal Identification Number (UIN);
- b) the name of the university department, unit or recognized student organization,
- c) names and contact information of individuals in charge of the travel activity,
- d) travel dates, times, destination(s), and itinerary,
- e) lodging name, physical address and number of rooms utilized,
- f) names and emergency contact information for travelers, and
- g) in-route and destination contact information.

2.2. Waiver and Release Forms

- 2.2.1. An undergraduate, graduate or professional student who participates in travel related to academic course requirements (e.g. field trips, study abroad), or their assigned duties or professional development as a university employee, (e.g. research data collection) will not be required to sign a waiver or release in relation to that travel.
- 2.2.2. Students participating in elective activities and programs requiring travel (e.g. student organization travel, international travel (non-credit bearing), optional academic field trips) will be required to complete a waiver and release form verifying that they understand and accept the risks involved in participating in the travel activity and assume responsibility for their behavior. Students under the age of eighteen (18) must have a release form signed by their parents or legal guardian. (Click here for an Office of General Counsel approved [Waiver Indemnification, and Medical Treatment Authorization Form.](#)) Completed waiver release forms must be retained in accordance with the Records Retention Schedule.

2.3. Additional International Travel Requirements

- 2.3.1. All International Travel must be processed and approved through the Education Abroad Office no later than six weeks prior to departure, unless an exemption is made by the Director of Education Abroad in accordance with 21.01.03.M0.02, Foreign Travel. Education Abroad will inform travelers of the procedures for requesting approval to travel to a country or region identified as high-risk on the Texas A&M University Travel Advisory List, and *15.02.99.M1, Export Controls*.
- 2.3.2. Education Abroad Training for Trip Leaders - Trip leaders from the departments, units, or student organizations sponsoring or organizing student travel outside the United States who travel with the student(s) are required to complete training, prior to departure, to provide the trip leaders with

information on best practices in international travel and export controls. This training is required whether the trips are credit or non-credit bearing.

- 2.3.3. Faculty, Staff, and Student Trip Leaders. Training and other information on international travel safety guidelines and health insurance can be obtained through the Education Abroad Office or designee.

3. REQUIREMENTS BY MODE OF TRAVEL

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, safety practices as outlined in these procedures must, at a minimum be followed.

3.1. Travel by Vehicles Owned, Rented, or Leased by the University

- 3.1.1 University employees who authorize students and student employees to operate vehicles leased, or rented by the university for student travel are responsible for ensuring compliance with these procedures
- 3.1.2 University-owned vehicles can only be driven by university employees who are operating the vehicle within the course and scope of their university responsibilities.
- 3.1.3 Operators of university-owned, leased, or rented vehicles must:
 - a) possess personal automobile insurance coverage as mandated by the state or country the operator is traveling in;
 - b) possess and carry a valid operator's license for the vehicle they are operating and the location in which the travel occurs;
 - c) complete all driver training required by the university; (see *24.01.01.M0.01, Van Safety Procedures*).
- 3.1.4 Operators of university owned vehicles must comply with fleet regulations (<http://transport.tamu.edu/fleet/regulations.aspx#safety>).
- 3.1.5 Travel involving large-capacity vans must follow the provisions of *24.01.01.M0.01, Van Safety Procedures*.

3.2. Travel by Privately Owned Vehicles.

- 3.2.1. Operators of privately owned vehicles being used for student travel must:
 - a) possess and carry a valid operator's license for the vehicle they are operating and location in which the travel occurs;
 - b) possess personal automobile insurance coverage as mandated by the state or country in which the travel occurs and their vehicles must have a current state inspection and registration;
 - c) for student travel taking place outside the United States, have all appropriate licenses, certificates, and insurance as required by the country in which travel occurs.

- 3.3. Commercial Travel. Students traveling by commercial transportation, whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier.

4. VEHICLE SAFETY REQUIREMENTS FOR STUDENT TRAVEL

Operators and passengers must act responsibly and use sound judgment when traveling, including always wearing seat belts. The number of occupants in the vehicle must not exceed the number of seat belts (may not be applicable in some foreign institutions). Further, operators must:

- 4.1. Obey all traffic laws and regulations, including posted speed limits.
- 4.2. Must not operate vehicles under the influence of drugs that renders the operator incapable of safe operation, or at any time under the influence of alcohol or any illegal drug. Operators must not transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons.
- 4.3. Not exceed the vehicle manufacturer's recommended load capacity (see owner operating manual for specific instructions).
- 4.4. Avoid horseplay, racing or other distracting or aggressive behavior.
- 4.5. Avoid use of cellphones while driving, including hands-free because it is a distraction. Instead, pull over in a safe place if the driver needs to use the cellphone.

5. SAFETY RECOMMENDATIONS - Operators are encouraged to follow the safety practices provided below:

- 5.1. Begin the trip well rested.
- 5.2. Notify a designated contact person upon departure and arrival.
- 5.3. Avoid operating a vehicle when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions). Be prepared to stop the trip when fatigue or travel conditions warrant.
- 5.4. Plan routes in advance, and carpool and caravan, when possible, to minimize the number of vehicles on the road
- 5.5. Divide the trip into segments, stopping for rest as necessary or changing drivers.
- 5.6. Carry at least one cellphone or other two-way communication device in each vehicle for emergency purposes. Operators must not text or talk on a cellphone while driving.
- 5.7. Establish a reasonable departure and arrival time to and from the activity or event.
- 5.8. Avoid driving between midnight and six a.m.

- 5.9. Whenever possible, have at least one additional appropriately licensed driver in the vehicle. It is recommended that operators rotate every two hours. A passenger or second operator should ride in the front passenger seat and always remain awake to help the operator maintain alertness.
- 5.10. Carry a roadside emergency kit that may include a flashlight, approved fire extinguisher and other emergency tools.

Related Statutes, Policies, or Requirements

[Texas Education Code, §51.950, *Policy Regulating Student Travel*](#)
[University Rule 13.04.99.M1, *Student Travel*](#)
[University Rule *Export Controls, Management Programs*](#)
[University SAP 21.01.03.M0.02, *Foreign Travel*](#)
[University SAP 24.01.01.M0.01, *Van Safety Procedures*](#)

Contact Office

[Student Activities](#)

Division of Student Affairs
Texas A&M University
(979) 845-1133

[TAMU – Education Abroad](#)

[TAMUG – Department of Student Activities](#)
[TAMUQ – Department of Student Affairs](#)