

College of Arts & Letters

Student Travel - Regardless of Funding

This applies to every funded or unfunded University-related travel taken by students during the academic year, and summer.

The faculty member needs to have a full list of participants traveling, including their position:

- Student/Volunteer - non-employee
- Student - employee

The faculty member needs to include the full list of participants in the concur request if requesting any reimbursement for student allowable expenses.

To request student travel, each student will need to complete the steps below and submit all forms 30 Days Prior to the first day of Travel.

- Download the [Release of Liability Waiver form](#). Students / Volunteers are complete the form and submit it for review and approval at least 30 Days Prior to the first day of Travel to the faculty/staff supervisor. All waivers and the full list of participants are to be submitted to the Dept, Office for review and approval 30 Days Prior to the first day of Travel. [Notice to Students: Release, Hold Harmless and Informed Consent Provisions](#)
- For anyone driving, [New Driver Packet](#) (includes VOA, DAP, and STD 261) - if driven before the [Student Driver Authorization Forms](#) below and Defensive Driver Training (found on [CSU Learn](#)), need to be completed. Forms are submitted in Adobe Sign for review and approval by Risk Management 30 Days Prior to the first day of Travel.
 - **Student/Volunteer - non-employee**
 - [Non-Employee Student / Volunteer Driver Authorization Checklist](#)
 - If the Student is not employed by the University, also complete the [Volunteer Registration Form](#). Student and Faculty Advisor or Dept. Chair completes these forms.
 - [Vehicle Operation Authorization \(VOA\)](#)
 - [Driver Authorization Process \(DAP\)](#)
 - [Authorization to use privately owned vehicle \(STD261\)](#)
 - [Emergency Contact Form](#)
 - If a volunteer (non-student or non-student employee) and is driving students, a background check may be required by risk management/HR.
 - **Student - employee**
 - [Student Employee Checklist](#)
 - [Vehicle Operation Authorization \(VOA\)](#)
 - [Driver Authorization Process \(DAP\)](#)
 - [Authorization to use privately owned vehicle \(STD261\)](#)
- There are additional requirements:
 - If UEI or UFSS (or other funding source) funding are involved.
 - If travel is international.

Failure to comply with these guidelines may result in unauthorized travel and the inability to reimburse students and faculty for their expenses.