Student Travel

**POLICY**

University faculty and staff who require and/or oversee official travel by students are responsible for observing the following procedure.

**Applicability**

These procedures apply to official student travel which is undertaken for purposes of:

- Any WSU class listed in the *Schedules of Classes* or any Center for Distance and Professional Education class.
- Off-campus activities of recognized University student groups or University organizations, e.g., ASWSU, Forestry Club, or Outdoor Recreation Center.
- University administrative or departmental activities.

**Regulations**

University and state of Washington regulations apply to student travel. See other sections in this chapter (*BPPM 95*) for more information about travel.

**Support**

University student travel may be supported by a departmental account, a special course fee account (see *BPPM 30.95*), or the student's personal funds.

**First Aid Training**

Environmental Health and Safety (EH&S) recommends that at least one individual who possesses current first aid training certification accompany students traveling in groups, e.g., field trips. See *SPPM 2.40* for information about first aid training.

**Statement of Expectations**

The responsible faculty or staff member or advisor must prepare a written statement of what is to occur.

- Include the travel objective. Specify the relationship of the travel to the group activity.
- Specify the financial arrangements. Include anticipated expenses to be paid by the participant. Indicate the extent of any WSU support for the travel including the budgets available for that support.
- Indicate departure/arrival time(s) and date(s).
- Specify destinations and planned travel routes.
- Include mode of transportation.
- Indicate any hazardous situations and/or locations likely to be encountered, along with recommendations regarding medical insurance or liability responsibility.
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**More Information**

See *SPPM* Chapter 7 for more information about University motor vehicle risk management and liability policies.

**Distribution**

The faculty/staff member distributes the written statement to students prior to travel. This information may be included in a course syllabus or other document.

**Travel Arrangements**

The responsible faculty or staff member specifies the travel arrangements. Travel for purposes of class field trips or University group activities must be organized by the responsible faculty/staff member. Travel may be by motor vehicle or common carrier. See also *BPPM* 95.04, 95.07, and 95.11.

**Travel Authority**

Complete and route a Travel Authority prior to the travel when:

- A WSU account pays for common carrier transportation;
- The student receives reimbursement from a WSU account for incurred travel expenses;
- An exception to permit direct billing of lodging is requested, and/or;
- The travel involves other circumstances requiring written prior approval as described in *BPPM* 95.05.

The responsible department chair, unit head, principal investigator, or project director signs the Travel Authority.

See *BPPM* 95.05 for complete Travel Authority instructions.

**Travel Advances**

See *BPPM* 95.05.

**Travel by Common Carrier**

Travel Services strongly encourages departments to use Central Travel Accounts (CTAs) to purchase air and rail tickets. See *BPPM* 95.04 for information about CTAs. See *BPPM* 95.07 for general information about transportation.

**Motor Vehicle Travel**

See *SPPM* 7.10 for requirements for passengers and drivers.

**State Vehicles**

Motor Pool or departmental vehicles may be used. See *BPPM* 95.35 for Motor Pool procedures.

**Private Vehicles**

See *BPPM* 95.11 for private vehicle procedures.

**Student Drivers**

The responsible faculty/staff member considers driving skills and reputation when selecting student drivers.
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Student Drivers (cont.)  The responsible faculty/staff member, acting as the University's representative, requests that each student verify that:

- The student driver possesses a valid driver's license from his or her state of residence.
- Any private vehicle used is insured for minimum liability coverage as required by the state of Washington ($25,000 bodily injury per person, $50,000 bodily injury per accident, $10,000 property damage).
- Any private vehicle used should meet state of Washington standard safety requirements. (WAC 204)
- The normal passenger capacity of the private vehicle will not be exceeded.
- The driver and all passengers must use seat belts.

Caravan  When feasible, the faculty/staff member organizes the vehicles in a caravan and ensures that all participating drivers follow good driving practices.

Reimbursement  After the travel, the student submits a Travel Expense Voucher through their department to obtain reimbursement for incurred travel expenses. See BPPM 95.20.