

Policy

Office/Contact: Vice President of Finance and Administration

Sources/Links:

NORTHERN STATE UNIVERSITY

Policies and Guidelines

SUBJECT: Student Travel Policy for University Organized or Sponsored Activities

NUMBER: 5:13

1. Purpose

Northern State University recognizes that travel to off campus activities is a beneficial part of the student learning process; therefore, the University encourages and permits such travel. The University seeks to promote safe travel by students to and from activities covered by this policy. As such, this policy sets forth minimum requirements for planning and executing student travel and managing those risks associated with transportation. Students and advisors are required to review this policy in its entirety prior to receiving travel authorization.

2. Scope

This policy applies to the travel of undergraduate or graduate students, and the sponsoring advisor or faculty, to attend activities that are approved by Northern State University. The activities covered by this policy may include, but are not limited to, course related field trips, athletic activities, Intramural club trips, the activities of sponsored student organizations, student volunteer activities, student labor and work study, and meetings of academic organizations where a student is officially representing the University.

3. Definitions

- A **student** is a person taking courses from the University, both full-time or part-time, enrolled in undergraduate, graduate, professional or special topic courses, whether credit bearing or not.
- A **student-athlete** is an enrolled student participating in a University athletic activity.
- A **student-employee** is an enrolled student temporarily employed by a University department and not eligible for state benefits.

3. Policy

- a) Travel Authorization

In order to assure that the activities that involve student travel are within the course and scope of the University's mission, and that student safety issues have been addressed, travel undertaken pursuant to this policy must be authorized in advance by the advisor, the VP of Enrollment Management & Student Affairs, and the VP of Finance and Administration.

Students are responsible for ensuring prior arrangements are made with an instructor when regularly scheduled classes will be missed. Students may not receive an excused absence if the instructor is not notified prior to participating in travel.

To receive travel authorization a *Student Trip Permission Request* form must be submitted to the Krikac Administration Building Room 205 at least ten (10) business days prior to travel.

All students are required to submit the following prior to travel:

- An updated list of all participants including their names, local addresses and phone numbers, and the names and phone numbers of persons to contact in case of an emergency
- The name and phone number for the appropriate University employee who will be available to the students and University administration at all times during the travel and activity.
- An itinerary of all planned activities while traveling.

b) Student Travel by University Vehicle

University vehicles may be used for official University travel by students of Northern State University. To be considered for approval to use a University vehicle during travel, a student must abide by the following requirements:

- Submit a completed *Student Driver Fleet Vehicle Check-Out* form to the Facilities Management office
- Provide a valid driver's license upon vehicle check out.
- The *Fleet Vehicle Check-Out form* must be submitted at least ten (10) business days in advance of travel.

University vehicles will be made available for pick up at the facilities management building on campus. If departure is scheduled at a time when the facilities management office will be closed, a student must make appropriate arrangements to pick up the vehicle's keys prior to leaving.

A student using a University vehicle will be covered by University insurance, only if all stated procedures are followed and the required forms are submitted to the Office of Finance and Administration at least ten (10) business days in advance of travel.

c) Student Travel by Private Vehicle

Private vehicles may be used for official University travel by students of Northern State University.

However, private vehicles are not covered by the University's insurance.

d) University Expectations for Travelers using University-Owned Vehicles. All student drivers and passengers traveling in a University-owned vehicle are required to abide by the following expectations:

- a. While traveling, students must carry a copy of their emergency contact information.
- b. No firearms are allowed in vehicles unless required for State of South Dakota employment.
- c. No tobacco products or alcoholic beverages are allowed to be used or consumed in vehicles during travel.
- d. Should any accident or incident requiring vehicle repair occur the driver must immediately report the information to the appropriate administrator sponsoring the travel and local authorities if appropriate.
- e. Student drivers must observe all laws, rules and regulations regarding motor vehicle transportation.
- f. Student drivers are responsible for recording beginning and ending mileage before receiving reimbursement for travel; fill tank with gas upon return, remove trash, and wash vehicle if needed.
- g. Students using University-owned vehicles are not permitted to transport family, friends, non-University passengers, or animals except for certified "service animals".
- h. Student behavior must conform to all University and South Dakota Board of Regents policies, as well as applicable federal and state laws and ordinances.

e) Expectations while Traveling by Private Vehicle

Student travelers are required to abide by all expectations stated above in Section (D); however, the following may be permitted at the discretion of drivers and passengers:

- Use of tobacco products.
- Transportation of closed containers of alcohol. Transportation of firearms.
- Transportation of family, friends, non-University passengers, or animals.
- Students traveling in private vehicles are still required to obey all University and South Dakota Board of Regents policies, traffic laws, as well as applicable federal and state laws.

f) Travel Reimbursement Process

Students are expected to keep the cost of travel within the allowable State per diems and to follow consistent reimbursement procedures. To obtain proper reimbursement for expenses incurred during travel, students must follow these procedures:

- A Travel Request Form must be completed prior to travel. If you are not being reimbursed for travel then you can forego this section.
- The Travel Request Form must be completely filled out and signed by the person requesting travel and their Department Head or Supervisor.
- Signature(s) must be originals, not stamped or printed/typed.
- When traveling to a conference, you are allowed one day before and one day after to travel out of state for a conference. In state depends on start and end time of conference.
- If traveling out of state, permission must be received prior to completing the Travel Request Form. The student and/or advisor/faculty/staff should e-mail the of Enrollment Management & Student Affairs for approval to travel out of state.
- If approved, the Vice President of Enrollment Management & Student Affairs will forward the email granting approval to travel out of state to the Program Assistant in the office of the Vice President for Finance and Administration and the Purchasing/Property Management Officer.
- If the student is traveling out of country, the first step is to complete the Export Control Forms through DocuSign. The requestor will be notified upon approval.
- The Travel Request Form and any additional documentation must be filed with the Program Assistant in Krikac Administration Building 205 at least five days prior to travel.

Requirements upon returning from trip:

- In accordance with policy established by the Office of the State Auditor, all travel reimbursement requests must be submitted within 60 days of return from the trip.
- A Travel Voucher (Payment Detail Form) must be filed with the Program Assistant in Krikac Administration Building 205. Please make sure you are using the correct form.
- The departure date and time and return date and time must be listed for each trip included on the form.
- The description column must list where you are going and/or what you are doing for each day.
- Expenses must be listed per day and not a lump sum.
- All necessary documentation must be attached to the Travel Payment Detail Form, which may include, but is not limited to daily itemized receipts for transportation, lodging, incidentals.
- Hotel room must be in the name of the person requesting reimbursement. If someone else makes the reservation be sure to change it when checking in.
- Program/agenda from conference or presentation attended.
- Flight Itinerary OR boarding passes (if applicable).
- If requesting mileage reimbursement you must include license plate number and google maps route when using a private vehicle
- Registration fee list meals included in the fee if there are any.

g) Receiving Reimbursement:

- a. The Program Assistant will process the travel reimbursement after receiving all necessary documentation. Please allow 10 business days for reimbursement.

4. Responsible Administrator

Vice President of Finance and Administration

5. Source History:

2023-04-18: Updated procedures

