

Student Domestic Travel



University of Southern Indiana

2013

Version 1.0

Domestic Student Travel Policy and Procedures

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I. Overview and Expectations for Student Domestic Travel

Domestic travel includes travel within any of the 50 states of the United States, the District of Columbia, U.S. Territories and possessions and Puerto Rico.

This document has been developed to provide guidance and clear instructions for students and faculty/staff members involved in university student travel (reimbursable and non-reimbursable). This policy is applicable to all student travel (i.e. sponsored by student organizations and departmental travel in which students are involved).

All University travel must be approved in advance of the trip and before making any financial commitments. Prior travel approval insures the traveler's supervisor/advisor and/or department head approves of the activity, funds are available for reimbursement of expenses when applicable, travel is allowable with the funding source, and any staff/faculty traveler with benefits is covered under workman's compensation insurance when applicable. In addition, approved actions while on official travel are actions by a University representative/advisor; without approval the same actions could be considered as those by a private individual for which the traveler could be personally liable. The process for approval is included in this document.

This policy serves as a mechanism to make certain that the safety and interest of students are addressed. It also provides guidance to increase the likelihood that students will be safe.

A. Expectations of University Representatives, Advisors, Faculty, Staff

University representatives, advisors, faculty and staff as well as its various departments are responsible for authorizing and approving student travel which is official University business in keeping with the mission and objectives of the University. They are also responsible for planning and providing trip participants with some form of orientation prior to departure. The type of trip (field, student organization, department, length) will dictate the level of detail needed in the orientation. The trip orientation should include both verbal and written communication.

The University representative, advisor, faculty, or staff leader should ensure that the following occurs:

- a list of students' names and emergency contact information is collected
- a copy of these documents should be with the trip coordinator and a copy maintained within the responsible department in the event that the on-location documents are inaccessible.
- Students should be reminded to carry ID and medical insurance cards.
- Trip coordinators or leaders should carry emergency phone numbers to reach the University of Southern Indiana.
- All participants should know how to contact the University from the site.

Even with the best planning effort, things can go wrong. Try to anticipate what complications could arise, and develop contingency plans in advance. Examples include: a student needs to leave early because of a personal emergency; a student violates established rules, including the *Students Rights and Responsibilities: A Code of Student Behavior* (please refer to the Dean of Students Office website); weather or transportation causes delays or cancellations.

During the trip orientation the trip leader should make it clear to students that the University cannot:

1. Guarantee or assure the safety and/or security of participants or eliminate all risks from the travel.
2. Monitor or control all of the daily personal decisions, choices, and activities of participants.
3. Prevent participants from engaging in illegal, dangerous or unwise activities.
4. Assume responsibility for actions or for events that are not part of the program, nor for those that are beyond the control of the trip leader and University that may arise due to the failure of a participant to disclose pertinent information.

B. Expectations of Student

1. When students are not accompanied by a University representative/advisor, there must be a student leader who acts as the Designated Trip leader (for club sports, refer to your specific guidelines). The Designated Trip Leader should be the name listed on the Travel Authorization as the main traveler.
2. Students involved in student travel whether supervised or not supervised, are expected and required to:
 - a. abide by the laws of the United States and of the State of Indiana and the policies and procedures of the University of Southern Indiana including the *Students Rights and Responsibilities: A Code of Student Behavior*.
 - b. conduct themselves in accordance with accepted standards of social behavior.
 - c. respect the rights of others, and to refrain from any conduct which tends to obstruct the work of the University or to be injurious to the welfare of the University.
 - d. attend all scheduled events and activities. Permission to leave the group must be received from the university representative or designated trip leader who is in charge once all scheduled events and activities have concluded.
 - e. arrive on time at all scheduled activities and events as indicated by school representatives and/or distributed itinerary.
 - f. be responsible for all expenses they personally incur beyond what is authorized by the University.
 - g. be financially responsible for any damages' or losses to personal property that result from their misuse of such property i. e. damages to hotel rooms, theft of hotel linen, etc.

- h. follow hotel policies including but not limited to number of guests per room. Students in a relationship and students of different sex/gender may not share a room on organized University sponsored trips.
- i. follow the guidelines set out for the trip in regard to alcoholic beverage consumption by students of legal drinking age during travel.

A student who violates these general standards of conduct may be subject to administrative actions, disciplinary sanctions and/or legal sanctions.

II. Risk Management, Insurance, Liability, and Safety Tips

These guidelines are particularly important for trips involving overnight stays, unusual hazards, or physical risks.

A. Pre-Trip Preparations and Parameters

1. In order to qualify for field trip insurance coverage, student travel must be supervised, with a University employee or a trained registered volunteer present.
2. Each overnight trip must have at least two designated leaders (can be faculty, staff, or student) with a chain of command, who have access to emergency contact and medical treatment information for participants in case one leader is incapacitated.
3. Depending on trip location, leaders of supervised trips should conduct a pre-trip evaluation (knowledge) and optional site visit, to identify and address any potential hazards or risks, including fire and crime safety issues. The site visit should be documented and retained by the sponsoring department. If a pre-trip visit is impracticable, trip leaders should demonstrate and document advance knowledge of the field trip site sufficient to lead others in safety. This could be accomplished by review of online or published materials, or contacting the site to discuss proposed activities and potential hazards. You may also wish to identify an individual and/or location near the trip site as an emergency contact and gathering point.
4. Leaders of supervised trips should develop a detailed itinerary indicating specified course activities and activities outside of course work (if this is an academic program), and all other relevant program activities. For supervised academic credit programs, clearly indicate in the course syllabus whether this trip is a required activity for the course, or whether it is voluntary. Students should be informed of required academic activities in a timely manner, to allow them to withdraw without penalty if they are unable or unwilling to attend. *Note: If a student receives financial support from the University for academic course work, the students Financial Aid might be impacted. The student should contact Financial Aid at 812/464-1757 with any questions regarding the impact of this decision.*

B. Orientation and Training

1. Leaders of supervised trips should meet with all participants ahead of time to familiarize them with the itinerary as well as any expectations you have of them and specific risks associated with the trip. The leader should provide participants:
 - a. an agenda
 - b. health and safety information
 - c. emergency procedures
 - d. clarity on times when participants are, and are not, considered to be “on” the program, including a definition of “free time”. Make sure that free time activities are clearly understood to be the individual’s responsibility, not the University’s.
 - e. a summary of activities and physical requirements students will encounter, information about any known or unusual circumstances that would require advance preparation or equipment, and known unique hazards.
2. Inform participants that they are expected to comply with the same *Student Rights and Responsibilities: A Code of Student Behavior* in all activities associated with the trip as expected of them in their on-campus activities, including compliance with all applicable federal, state and local laws as well as University policies. The University will hold students responsible for the consequences of all inappropriate or irresponsible behavior.
3. Make sure participants know all forms of hazing, harassment, and sexual abuse are illegal and will not be tolerated. In addition, give participants contact information for at least two people from the University (one of whom is neither a trip leader nor going on the trip) to be reported for investigation. These individuals can be from the Dean of Students Office and/or the Office of Public Safety.
4. If any program activities will require special skills (e.g., outdoor adventures), be sure to provide the necessary orientation and training to the participants. For academic trips, the instructor or trip leader should inform students, in the syllabus well in advance of the scheduled trip, drawing attention to, identifying, and discussing with students any known hazards and associated risks. The instructor may wish to allow the student to opt out of any activity they determine to pose excessive risks. Students who withdraw from an academic activity due to their perception of the risks involved should inquire whether there are alternatives for fulfilling the course requirements.
5. In line with ADA requirements, inform participants that if they believe they may need an accommodation to participate, they should speak with their University representative/advisor. The representative/advisor may confer with the Office of Disability Resources coordinator to determine if a reasonable accommodation is possible to enable their participation.

C. Forms and Documents

1. The University has an Activity Waiver and Release of Liability form (located in the Office of Risk Management & Safety). This form should be used when hazards of the trip involve risks not encountered in normal classroom or student organization settings. The University representative/advisor may contact the Office of Risk Management & Safety to determine if the form is needed for a particular group. Each participant, by signing, indicates their informed consent. If minors will be participating, a parent or legal guardian must sign for them.
2. For overnight trips, a list of names and emergency contacts from all participants, including a list of participants' medical conditions that might require emergency care or special treatment must be completed before departure. The trip leader(s) should keep a copy of these forms in case of emergency. A copy of the list of the emergency contact names should also remain with someone on campus (the appropriate dean or respective department/office) who has a copy of your itinerary and would generally know where and how to locate trip leaders and group participants if necessary.

D. During the Trip

1. Bring along a cell phone for the leader(s), and make sure all participants have that number to call, and that the person serving as the point of contact on the main campus has it, too. The driver should not use it while driving, even if it is hands-free.
2. Particularly for overnight trips, it is recommended that leaders bring a basic first aid kit (disinfectant, gauze, bandages, etc.), and a more advanced one if the planned activities warrant. It is best if one or more participants are familiar with first aid and/or CPR, EMT certification, etc. Leaders should identify such participants (with current certifications) who are willing to use their skills in case of emergency.
3. Student use of alcohol on academic field trips is subject to the terms of the *Student Rights and Responsibilities: A Code of Student Behavior*. No alcoholic beverages or controlled substances, except personal prescription medication, may be transported in a University- or privately-owned vehicle used for either academic or non-academic events.
4. In case of an accident or injury, obtain medical assistance as necessary. Notify the Office of Public Safety as soon as it is reasonable to do so. The Office of Public Safety can be reached at 812/464-1845 for routine business and 812/492-7777 for emergencies.

E. Transportation

Transportation remains one of the largest risks associated with domestic travel. When arranging transportation to off-campus events and activities, there is one important phrase to remember: "Liability follows the vehicle." That means that liability for a transportation accident or collision

during University domestic travel falls on the *owner* of the plane, train, boat, bus, etc. Planners should make sure that all transportation providers have adequate insurance, and select their drivers or pilots carefully. Significantly, this rule also applies to rented, borrowed or *personally owned vehicles*. The University requires student organizations to use University rental vehicles; use of personal vehicles is by special exception only, unless for local travel.

If someone uses his or her personal automobile to transport participants for domestic travel events, all involved should be aware that the vehicle owner's insurance is first in line for any liability payments. The University insurance may become involved if the event is an official University activity, but only after the insurance of the vehicle owner is completely exhausted. Likewise, the condition of the vehicle should be excellent (no bad brakes, missing headlights, etc.), and the drivers should be well rested and careful.

1. Group transportation should be arranged by using a University-owned or leased vehicle. Use of personal vehicles is discouraged because it will make those vehicle owners primarily responsible if any collision should occur. Every effort should be made to minimize the number of vehicles used for a trip. **Use of 12 and 15 passenger vans are prohibited.** The largest vehicle allowable for rental is a 7-passenger van.
2. Unless otherwise designated, when the University provides transportation, the trip should begin and end *on campus*. When students are responsible for their own transportation for a voluntary academic field trip program, the program should begin and end *at the field trip site*. Trips involving air travel should begin and end at the airport the participants departed from. Faculty or staff members should not solicit participants to drive or attempt to arrange any carpools.
3. All drivers should follow reasonable practices for long range driving and also take weather cautions into account.
4. For charter bus options and quotes, contact Procurement Services.

III. Approval Process

A. Student-Initiated Travel – Domestic

1. Student talks with his/her University Representative/Advisor about the purpose of the trip and the travel plans involved.
2. Student completes a university travel authorization form. For the travel authorization form, go to Travel Services' office website at www.usi.edu/busoff/travel and click on "Travel Forms" in the left column (see attached copy located under Forms).

If students are traveling together, the president/leader should complete one Travel Authorization and attach a list of all other students participating. If student(s) seeks

individual funding, then a separate Travel Authorization must be completed for each student with the names of those accompanying the student on the trip

3. Student obtains first signature on the Travel Authorization form for trip approval and financial support (refer to Chart 1). The approval process is as follows:
 - a. Initials of Student Organization officer, if applicable (to left of Chair/Supervisor/Financial Manager Line)
 - b. Signature of University Representative/Advisor (on Chair/Supervisor/Financial Manager Line) and, if applicable, an amount and account number for funding support (located to the right on the same line)
 - c. Signature of other Financial Manager(s) providing support*, include an amount and account number for funding support. Types of this funding could include SGA Travel Grants, Endeavor! Awards, Provost Travel Grants, Departments, Graduate Student Research and Travel Award, etc.
 - d. Signature of one of the following:
 - College Dean for academics, and if applicable, an amount and account number for funding support
 - Appropriate Director (see chart 1), and if applicable, an amount and account number for funding support
 - e. Final Approval: Associate Provost of Student Affairs, and if applicable, an amount and account number for funding support
4. Approved travel authorization with financial support will be forwarded to Travel Services' office by final signatory.
5. Travel Services' office will send the student an email confirming receipt of Travel Authorization. Attached to the confirmation email will be:
 - A copy of the student's approved travel authorization with funding support noted
 - The Student Reimbursement Worksheet for use when submitting a travel claim (see attached copy located under Forms)

If needed, after a traveler has made the appropriate reservations to rent a vehicle from Physical Plant, a confirmation email will be copied to the Department of Risk Management and to Physical Plant.

6. If student has not received confirmation within 10 business days of submitting the Travel Authorization for signatures, he/she should follow signature chain to determine current location and the reason for the delay.

*Some financial support like Provost Travel Grant funds will be transferred into an already existing university account after the trip occurs. Financial Manager(s) approval of the account distributing the funds is required. To locate your Financial Manager please visit this link

<http://www.usi.edu/busoff/GeneralAccounting/FinMgrs.asp>. If unable to get signatures for additional funding, continue processing original Travel Authorization per the signatory process.

B. Faculty/Staff-Initiated Travel – Domestic

1. Faculty/Staff member completes the travel authorization form. For the travel authorization form, go to the Travel Services' website, www.usi.edu/busoff/travel and click on "Travel Forms" in the left column (see attached copy located under Forms).

The number of students traveling with the Faculty/Staff member needs to be indicated on the Travel Authorization form and the names of the students provided. Type the student names in the space provided or attach a list of student names on a separate sheet. If student names are not available at the time the travel authorization is prepared, then a list may be forwarded to Travel Services office at a later date, but the estimated number of students traveling must be selected.

If a student traveling with the Faculty/Staff member receives funding separate from the Faculty/Staff member, then the student should complete a separate travel authorization in order to obtain appropriate approvals, but the student should still be listed on the Faculty/Staff member's travel authorization. If the student does initiate a separate travel authorization, then he/she should provide on the form the name of the Faculty/Staff member accompanying him/her and obtain the appropriate signatures as outlined in point 3 under **Approval Process for Student-Initiated Travel – Domestic**.

2. Faculty/Staff member obtains appropriate signatures on the Travel Authorization for trip approval and financial support (refer to Chart 2). The approvals include:
 - a. Signature of department Chair/Supervisor and, if applicable, an amount and account number for funding support.
 - b. Signature of other Financial Manager(s) providing support*, include an amount and account number for funding support. *The students may be eligible to receive funding from, but not limited to, SGA Travel Grants, Provost Travel Grants, and Endeavor! Awards, Departments/College, Graduate Student Research and Travel Award, etc.*
 - c. Signature of one of the following (see Chart 2 for appropriate signatures):
 - College Dean and, if applicable, an amount and account number for funding support
 - Appropriate Director (see chart 2), if applicable, an amount and account number for funding support
 - d. Final Approval: Associate Provost for Student Affairs and, if applicable, an amount and account number for funding support

3. Approved travel authorization with financial support will be forwarded to Travel Services office by final signatory.
4. Travel Services' office will send the Faculty/Staff member an email confirming receipt of Travel Authorization. Attached to the confirmation email will be the approved Travel Authorization(s).

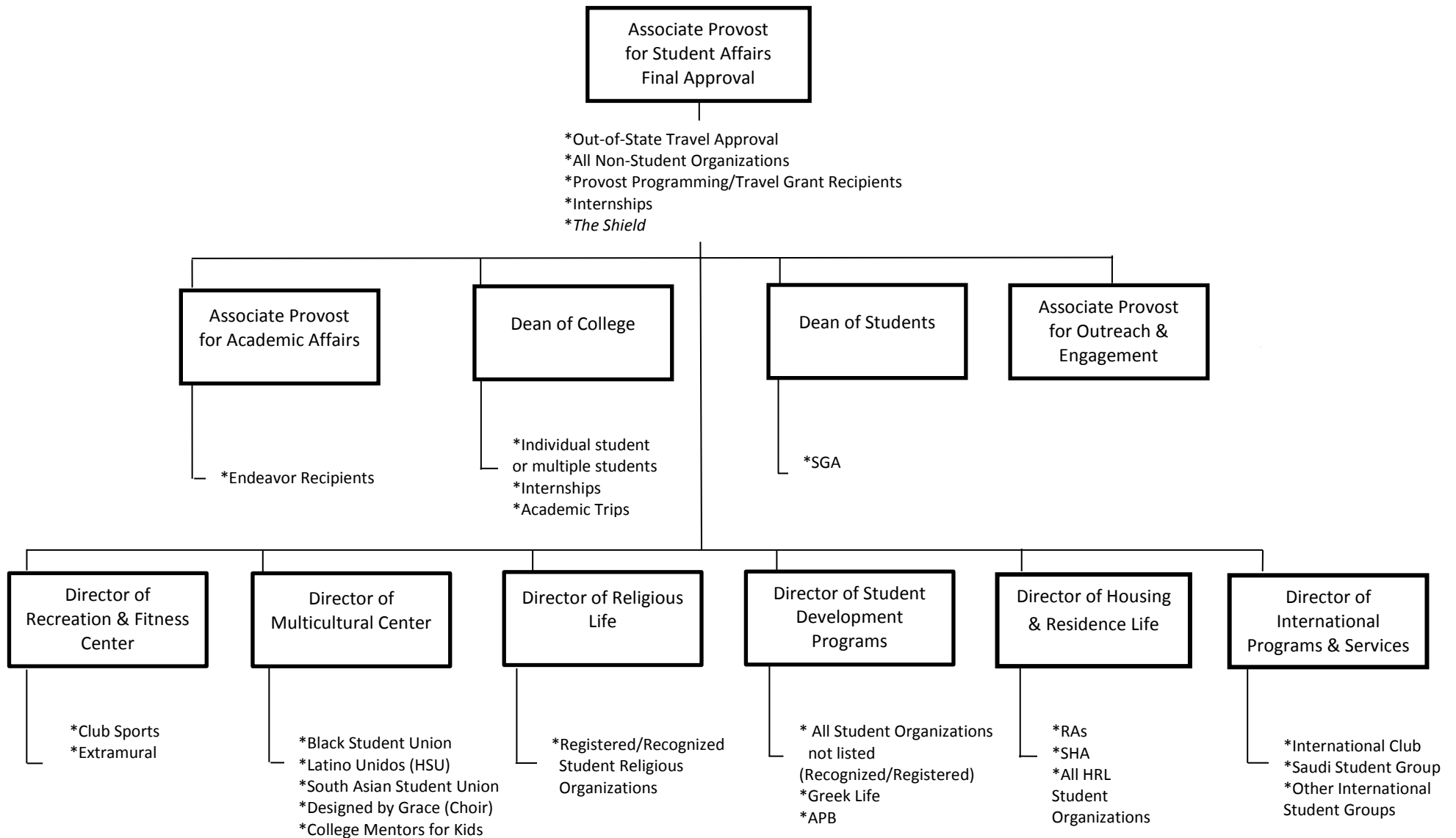
If needed, after a traveler has made the appropriate reservations to rent a vehicle from the Physical Plan, a confirmation email will be copied to the Department of Risk Management and to Physical Plant.

*Some financial support like Provost Travel Grant funds will be transferred into an already existing university account after the trip occurs. If unable to get signatures for additional funding, continue processing original Travel Authorization per the signatory process.

Signature Approval for Student-Initiated Travel – Domestic Trip

Chart 1

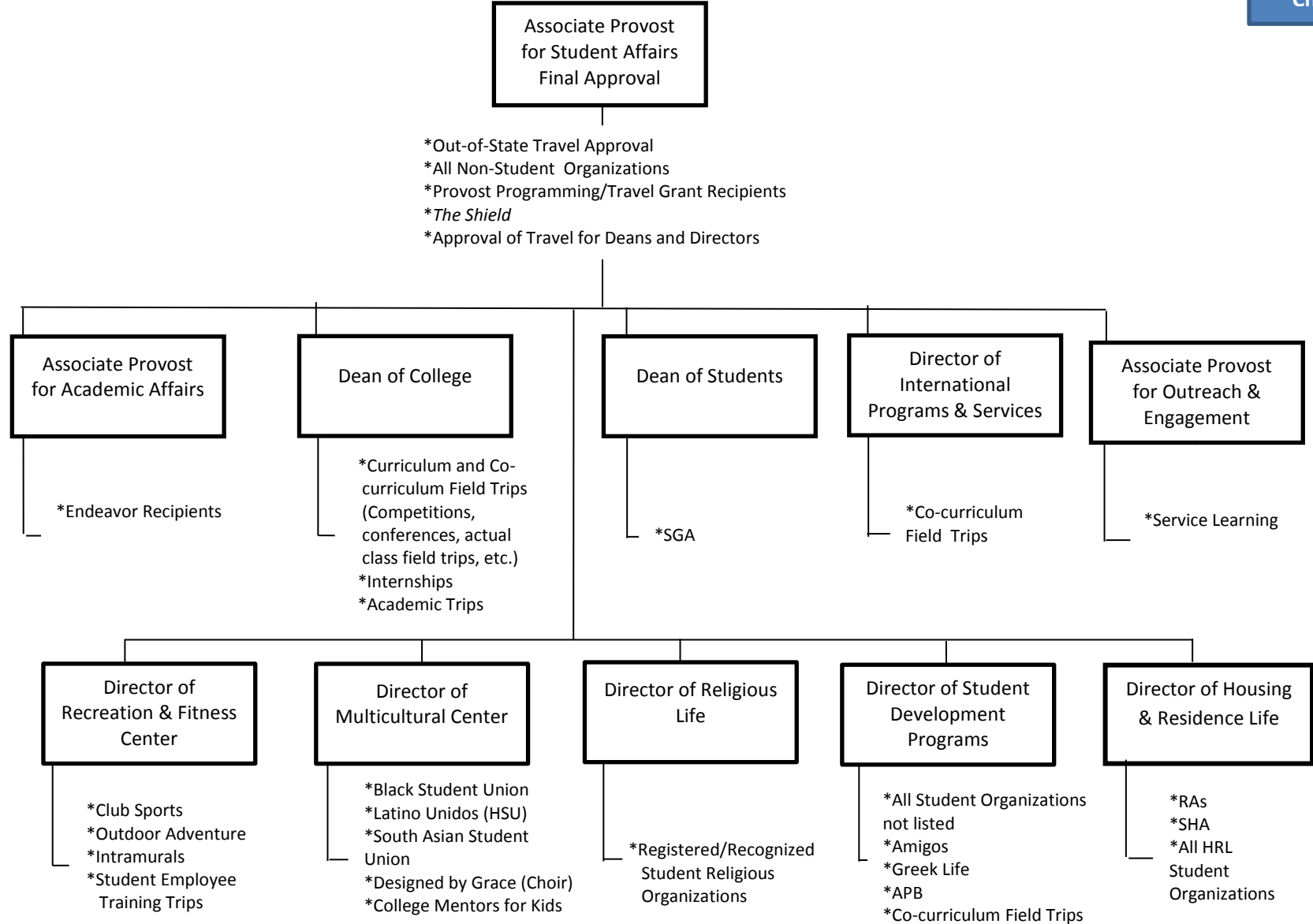
(Unsupervised)



Note: Competition travel of student athletes follow the policies and procedures established by the Athletics Department

Signature Approval for Faculty/Staff Initiated Travel – Domestic Trip (Supervised)

Chart 2



Note: Competition travel of student athletes, cheer, dance, and pep teams follow the policies and procedures established by the Athletics Department

V. Making Travel Arrangements and Payments

Once the student (or faculty/staff) has received his/her confirmation email from Travel Services office, he/she may contact Travel Services office about travel purchases. Please note the following regarding travel purchases:

One Month Prior

1. If air travel is required and sufficient funding is approved, the student should forward to Travel Services office (travelsrv@usi.edu) at least one month prior to departure a copy of his/her preferred flight itinerary along with the required passenger information:
 - a. Name as it appears on the student's government-issued, photo I.D. to be used at airport check-in (driver's license or passport). The name must match exactly.
 - b. Date of birth (MM/DD/YYYY)
 - c. Gender (M/F)
 - d. Redress number. If unknown, then the student doesn't have one.
 - e. Contact number for possible flight changes. Preferably cell number.

Three Weeks Prior

2. If a hotel stay is needed and sufficient funding is approved, the student should make his/her own hotel reservation and request a travel advance for the cost of the room. The travel advance request should be submitted to Travel Services at least three weeks in advance of the trip departure date.

If there are multiple students traveling and three (3) or more rooms are reserved, then the Travel Services' office will facilitate payment directly with the hotel after the student forwards the reservation confirmation to the Travel Services' office. The reservation confirmation(s) needs to be forwarded to Travel Services at least three weeks in advance of the stay.

Some hotel rooms reserved online may not be eligible for payment by the Travel Services' office in which case a travel advance can be issued.

3. If a registration fee needs to be paid, the student may complete a direct pay form found on Accounts Payable website at www.usi.edu/busoff/AccountsPayable/WhenCkVou.asp (a tutorial on "How to Complete" the form is also available on the website.) Complete the form and obtain the signature approval of the financial manager. Submit the signed direct pay form to the Travel Services' office at least three weeks prior to the registration deadline.

If registration is to be paid by check, then attach a completed conference or event registration form to the direct pay form. If a registration form is not applicable, then provide a memo stating the facts of the payment and the memo will be mailed with the check. Any mailed registrations that require a check must be submitted to the Travel Services' office at least three weeks prior to the deadline.

If registration is to be paid online, then call Travel Services at 812/464-1990 to set up a time to come to the Travel Services office and register online. A signed direct pay form is needed and Travel Services will input the payment information online when prompted. *Bring all information required to register with you to appointment.*

4. If there are additional travel expenses to be paid, then a travel advance may be issued to cover these expenses if there is sufficient funding. To request a travel advance, contact Travel Services at least three weeks prior to the trip departure date.
5. If a USI rental vehicle is needed for pick up from Evansville, please contact Physical Plant at 812/464-1782. If a rental vehicle is needed for pick up at a destination such as an arrival airport, please contact the Travel Services Office at 812/464-1990. 12 and 15-passenger vans are not available for rental or use for University travel. When using a USI rental vehicle, the driver will be asked to sign a Vehicle Registration Form. This form has a signature space that confirms the driver has a valid license, is at least 21 years of age, and understands that only authorized drivers may operate the vehicle.

VI. Reimbursement Process

Requesting Reimbursement of Travel Expenses and Reconciling a Travel Advance

To request reimbursement of travel expenses for an approved trip, complete and sign the student reimbursement worksheet that was sent to you by email from Travel Services. (It was attached to the trip confirmation email sent to you.) The student reimbursement worksheet provides basic information about travel policy as well as areas to enter dollar amounts spent, but it is not an official university payment voucher. Therefore, in order to process a reimbursement the worksheet must be attached to either a signed and completed travel reimbursement request or a signed and completed direct pay form. For the travel reimbursement request form, go to Travel Services' office website at www.usi.edu/busoff/travel and click on "Travel Forms" in the left column (see attached copy located under Forms).

If you know how to complete the travel reimbursement request form found on Travel Services website, then attach the worksheet, original itemized receipts, conference agenda, if applicable, and other travel documents to the travel reimbursement request form and obtain the appropriate signatures (those who funded the trip). Submit the signed travel reimbursement request and attached paperwork to Travel Services for review and processing.

If you aren't familiar with how to complete the travel reimbursement request form, then complete the direct pay form and attach the completed student reimbursement worksheet, original itemized receipts, conference agenda, if applicable, and other travel documents to it. Submit the signed direct pay form and attached paperwork to Travel Services for review and processing.

If you were issued a travel advance, you still need to complete the student reimbursement worksheet and attach it to either a travel reimbursement request form or a direct pay form along with the original receipts and other travel documents. Travel Services will review the receipts and apply the travel advance to the trip expenses which will result in one of the following:

- The approved trip expenses exceed the amount of the travel advance and therefore the student is due a reimbursement for travel expenses not covered by the travel advance if there is sufficient funding.

- The approved trip expenses were less than the amount of the travel advance and therefore the student needs to return the unused cash. The amount to be returned and the fund account number to use for the deposit and other details will be provided by Travel Services.
- The approved trip expenses equal the amount of the travel advance and therefore no reimbursement is due the student and no money is due to be repaid to the university.

Some Tips for Travel Reimbursements

- The name on the receipt, for example guest name on hotel receipt, must match the name of the person requesting the reimbursement. If not, additional information is needed.
- If you paid, a hotel receipt must show payment was made or have a zero balance. If not, proof of payment will be required. You should check out at the desk to ensure this requirement is met. If Travel Services arranged payment of the hotel, include room receipts.
- A conference agenda must be included with the travel reimbursement. A summary of the agenda or the at-a-glance agenda is sufficient. If the trip was associated with research for which there is no official agenda, then a log briefly outlining the daily business activities is sufficient.
- Meals included in a paid registration fee or hotel stay must be deducted from the per diem allowance. This should be detailed in a conference agenda, but if not please provide this information.
- Include airline boarding passes, if applicable.
- All receipts must be itemized. A credit card charge slip with a total is not an itemized receipt although it does provide proof of payment.
- An email from the conference organizers confirming your registration is not a receipt unless it includes payment information such as the amount(s) paid, what was paid (registration, conference dinner, etc) and indicates you made payment.

VII. Definitions

Approved & Supervised University Activity: One that is initiated (student, faculty, and staff), actively managed, planned and arranged by a member of the University's faculty or staff and that has been approved by the appropriate administrator or faculty member. (See Chart 1 or 2). All guidelines listed in the Student Travel Policy must be completed accordingly to be considered an approved University activity.

Designated Leader: can be for staff, student, or approved volunteer. When student, the trip does not qualify for field trip insurance coverage.

Field Trip: Field Trip (academic and non-academic) is an activity and travel sponsored, organized, scheduled and supervised by the University of Southern Indiana personnel during which students of the University are taken off campus on behalf of and in connection with the University, excluding all sports (varsity and club). Field Trips include same day and overnight supervised and sponsored

activities. Field Trips must be supervised in order to be covered by the University's Field Trip insurance.

Financial Manager: University representative authorized to approve expenditures and sign off on a travel authorization. (See Chart 1 or 2)

Financial Support: This references how travel will be funded, and is important because the travel office cannot process travel requests unless the financial support is reflected on the approved Travel Authorization received by the Travel Services' office. Potential support might come from a department, college dean, student organization, SGA, Provost Travel Grant, or Endeavor.

Recognized Student Organization: a student organization that successfully completed the registration requirements and received annual financial support from university sources.

Registered Student Organization: a student organization that successfully completed the registration requirements and receives no annual financial assistance from university sources.

Registered Volunteer/Agent: student organization advisors who are not affiliated with the university must register with Volunteer Services at the link listed here. Please visit <http://www.usi.edu/volunteer/contact-us> for more information regarding volunteer work.

Student-Initiated Travel: initiated by a currently enrolled student either on their own behalf (i.e. in order to do research, internship, etc.) or by a currently registered/recognized student organization on behalf of his/her organization.

Supervised: travel conducted with an approved University representative/advisor or a current registered volunteer charged with responsibility for said trip.

Travel Authorization Form: The university form that all travelers must complete and submit for approvals before traveling.

Travel Services Office: office responsible for reviewing and processing travel forms and documents, facilitating payment to travel vendors and assisting with finalizing travel arrangements. Not responsible for developing travel itineraries, negotiating hotel rooms or airline contracts for groups. If assistance is needed with planning and selecting travel items (air, hotel, etc.), especially for groups, then it is best to contact a local travel agency and Travel Services will facilitate payment to the agency.

University Representative/Advisor: faculty, staff, or administrator who advises the student or student organization and provides direction regarding the trip. (club sports refer to your specific guidelines)

Unsupervised: approved travel (all appropriate travel paperwork approved and signed) conducted without an approved University representative/advisor or current registered volunteer.

Appendix:

Forms

Attached you will find examples of forms and process'. However, please visit the appropriate websites for the current version. *Make note to complete all forms entirely, lack of completion will delay the travel arrangements/reimbursement process.*

Travel Services' Office

- A. Travel Authorization (for sample form see below)

<http://www.usi.edu/busoff/travel/forms.aspx>

- B. Direct Pay

<http://www.usi.edu/busoff/AccountsPayable/Index.asp> (visit this website for a tutorial)

- C. Direct Deposit

<http://www.usi.edu/busoff/AccountsPayable/Index.asp> (visit this website for a tutorial)

- D. Travel Reimbursement

<http://www.usi.edu/busoff/travel/forms.aspx>

TRAVEL AUTHORIZATION

E

Traveler	<input type="text"/>	Today's Date	Thursday, May 02, 2013
Home Address	<input type="text"/>	Department	<input type="text"/>
City/State/Zip	<input type="text"/>	USI Phone #	<input type="text"/>
Destination	<input type="text"/>	USI email	<input type="text"/>
Purpose of Trip	<input type="text"/>		

Please provide the names of those accompanying you, including students (Attach a sheet if more space is required)

Including yourself and the list above, how many are: Faculty/Staff Others

Is this trip connected with a private consulting contract? ☐ Yes ☒ No

How much of an expense reimbursement are you receiving from a source (other than USI grants)

List the dates, if any, that are for personal or vacation travel

If Faculty-Development travel funds are being requested from USI, please describe your role in the activity (check all that apply)

☐ Present a paper ☐ Participate in a seminar, short course, or workshop

☐ Serve on an expert panel ☐ Participate in a sponsoring organization

If you checked 'present a paper' or are making a presentation, please provide the title of the paper /presentation.

Attach a copy of the invitation to the Provost Office and route form to Provost Office.

Expected Leave Date	<input type="text"/>	Year	<input type="text"/>	Transportation	<input type="text"/>	Estimated Travel Expenses Registration Fee <input type="text"/> Transportation <input type="text"/> Mileage <input type="text"/> Lodging <input type="text"/> Per Diem <input type="text"/> Parking <input type="text"/> Other <input type="text"/> Other <input type="text"/> TOTAL \$0.00
Expected Return Date	<input type="text"/>	Year	<input type="text"/>	Choose One	<input type="text"/>	
Do you require registration fee?	<input type="text"/>					
Do you require services will purchase your airline ticket?	<input type="text"/>					
Do you require Travel Services assist with your lodging arrangements?	<input type="text"/>					

*Contact Travel Services regarding policy for vehicle rentals at destinations. [Click here](#)

☐ I acknowledge that university policy requires that I be always offered a single occupancy room for my trip upon request. I acknowledge university policy that such a request, if made, must be granted, regardless of budgetary or other considerations, and that there can be no reprisals, or retaliation, for making a single occupancy room request, or any conditions attached to the award of the requested single accommodation. It is noted that such prohibited reprisals or retaliation expressly include the denial of travel unless a room is shared.

Traveler's Comments

3a	3b - required					
Chair/Supervisor/Financial Manager	DATE	FUND	ORGN	ACCT	ACTV	AMOUNT
3d - required						
Dean/Supervisor/Financial Manager						
3e - required						
Vice-President/Provost (out-of-state)						
President (out-of-country)						
3c						
Financial Manager for Additional Funds						