

**Undergraduate <sup>1</sup> Student Travel Procedures  
for non-employees <sup>2</sup>**

Required Procedures	Type of Travel						
	Same Day		US Travel/overnight or longer		International		Internship
	<300 miles	>300 miles	Required by Class	Non-required by Class	Required by Class	Non-required by Class	
Travel Application	No <sup>3</sup>	No <sup>3</sup>	Yes	Yes	Yes	Yes	No
FT Faculty/Staff Accompany	Encouraged	Yes	Yes	Yes	Yes	Yes	No
Department Chair Approval	Yes <sup>4</sup>	Yes <sup>4</sup>	Yes	Yes	Yes	Yes	Chair Only
Trip Roster / Memo	Yes <sup>4</sup>	Yes <sup>4</sup>	No	Yes	No	Yes	No
Field Trip Insurance Request Form	Yes <sup>5</sup>	Yes <sup>5</sup>	Yes <sup>5</sup>	Yes <sup>5</sup>	Yes <sup>5</sup>	Yes <sup>5</sup>	No
Limited release agreement	No	No	No	Yes	No	Yes	No
Notify instructor prior to departure	Encouraged <sup>6</sup>	Encouraged <sup>6</sup>	Encouraged <sup>6</sup>	Encouraged <sup>6</sup>	Encouraged <sup>6</sup>	Encouraged <sup>6</sup>	No
Private Vehicle?	Strongly Discouraged <sup>7</sup> /copy of drivers license and insurance card on file <sup>8</sup>						Not Regulated
International Study Program clearance?	No	No	No	No	Yes <sup>9</sup>	Yes <sup>9</sup>	Int'l = Yes Dom = No
Internship Agreement	No	No	No	No	No	No	Yes
Portfolio	No	No	No	No	No	Yes <sup>10</sup>	Yes <sup>10</sup>

<sup>1</sup> Graduate students are considered employees of the University for travel purposes.

<sup>2</sup> This policy does not apply to students who travel in University vehicles in the performance of their employment at BYU. (refer to University Vehicle Policy).

<sup>3</sup> Travel Application required if commercial transportation is used.

<sup>4</sup> If a travel application is not required, a memo is to be generated containing the nature of the travel activity, dates, names of students traveling, and their BYU ID #'s. Once the memo is approved by the Department Chair, the original is to be retained in the Department and 1 copy sent to Dean of Students (3500 WSC). Department Chair approval is not required for localized travel within Utah County as approved by the Managing Director of Risk Management Managing Director on 11/10/2006.

<sup>5</sup> University Risk Management has asked that each time students leave campus for school sponsored field trips that a Field Trip Insurance Request Form be completed and insurance payments be made according to the form prior to the fieldtrip. Blanket approval can be granted for class field trips in any given semester. This form can be obtained online at <http://risk.byu.edu/> >Insurance>Forms>Field Trip Insurance Request or by contacting Risk Management at 422-4468.

<sup>6</sup> It is encouraged for each student who will be missing classes to notify their instructors early in the semester and prior to departure.

<sup>7</sup> Specific exceptions are published in the Travel Policy of the Electronic Handbook [http://www.byu.edu/travel/travel\\_policy/travel\\_policy.htm](http://www.byu.edu/travel/travel_policy/travel_policy.htm).

<sup>8</sup> Coverage levels required (\$100,000-single injury limit, \$300,000-multiple injury aggregate, \$50,000-property damage limit).

<sup>9</sup> Notify the International Study Program (ISP) office – The ISP clears all University-related student foreign travel. They identify safety & security issues, cultural concerns, University collaboration efforts, and funding possibilities. Contact ISP Registrar at 422-1490 at least 60 days prior to departure. The student should identify him/herself as a College of Life Sciences student calling to get clearance for international travel. To document this visit, make a note on the lower left corner of the travel application.

<sup>10</sup> A project portfolio is to be completed by the student and approved by the faculty mentor. This portfolio is to be divided between pre-trip proposal and post-trip report: The pre-trip proposal is to be attached to the trip plan and defines the purpose of the trip and the student's academic enrichment experiences that will be obtained. The post-trip report is a simple write-up indicating what was learned and how it has prepared the student to meet his educational goals. This report is to be retained at the department level with the travel information.