

North Dakota State University

Policy Manual

SECTION 334 STUDENT TRAVEL POLICY

SOURCE: NDSU President

1. **INTRODUCTION:** The opportunity to represent North Dakota State University throughout the state, the nation, and the world is one of the many benefits of being a member of the NDSU student body. When it comes to the safety and concern for our students, it is expected that, for each student traveling, an academic department and/or university unit will follow the required process. The types of activities and events covered by this process include course related field trips, co-curricular departmental student travel, and meetings of academic organizations or governance entities where a student is officially representing the University.

This policy pertains to student travel within the United States. For information about traveling overseas (Study Abroad), contact the [Office of International Student and Study Abroad Services](#) and see [Policy 334.1 International Travel for Students](#).

2. **STUDENT TRAVEL PROCESS:** [Notification](#) of any proposed field trip out of town must be provided. Examples of trip information to be provided include a list of all student participants/passengers, their expected time of departure/return, and names of instructors/advisers accompanying students. Student drivers must comply with [ND SBHE Policy 512](#).

All student travel must be in compliance with University policy regarding the use of State Fleet vehicles for student travel as follows:

- Use of State Fleet vehicles must be reviewed and approved in advance.
- Use of State Fleet vehicles for student travel is limited to that which is on behalf of and authorized by NDSU.
- Use of State Fleet vehicles for academic purposes must be authorized by the dean of the respective college.
- Student employees acting within the scope of employment on behalf of NDSU is authorized use.

3. **REQUIRED FORMS:** Students must use required [travel forms](#).

3.1 Travel Notification Form

A Travel Notification Form is required:

- For all travel involving students, except for student employee travel. Employees include student employee, research assistant, graduate assistant, etc., where the student is acting within the scope of the job he or she has been hired to complete.
- For sponsored events or activities. A sponsored event or activity is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.
- For all recognized student organizations traveling.

3.2 Student Travel Waiver

A Student Travel Waiver is required:

- For any travel not listed on a class syllabus.
- For any travel completed by a non-employee of the University. Employees include student employee, research assistant, graduate assistant, etc., where the student is acting within the scope of the job they have been hired to complete.
- For students traveling with a recognized student organization as per CSO guidelines.

Questions may be directed to the [Office of Student Activities](#).

HISTORY:

New	July 1990
Amended	October 2001
Amended	October 2007
Amended	November 2008
Housekeeping	September 2015
Amended	April 11, 2019
Housekeeping	April 25, 2019