Policy *334* Version 1 *12/07/18*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** | | |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** [***ndsu.policy.manual@ndsu.edu***](mailto:ndsu.policy.manual@ndsu.edu) ***first so that a clean policy can be presented to the committees.*** | |
| **SECTION**: | Policy 334 Field Trips | |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).** | | |
| * Is this a federal or state mandate?  Yes  No * Describe change: The reporting office and process for student travel has been changed, and Policy 334 and Policy 611 are being combined into one policy so that all of the student travel information can be found in one place. The updates will be reflected in Policy 334, and the name of the policy will be changed from Field Trips to Student Travel Policy. Once the changes for Policy 334 have been approved, Policy 611 can be removed from the policy manual. | | |
| 1. **This policy change was originated by (individual, office or committee/organization):** | | |
| * Office/Department/Name and the date submitted – Student Affairs 12/7/18 * Email address of the person who should be contacted with revisions – mary.asheim@ndsu.edu or matthew.skoy@ndsu.edu | | |
| ***This portion will be completed by SCC Secretary (Kelly Hoyt).***  Note: Items routed as information by SCC will have date that policy was routed listed below. | | |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):** | | |
| **Legal Review:** | |  |
| **Responsible Office:** | |  |
| **Senate Coordinating Committee:** | |  |
| **Faculty Senate:** | |  |
| **Staff Senate:** | |  |
| **Student Government:** | |  |
| **Provost:** | |  |
| **President:** | |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to [ndsu.policy.manual@ndsu.edu](mailto:ndsu.policy.manual@ndsu.edu). All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

SCC://SCC\_cover\_sheet.doc Revised 11/09/2017

**North Dakota State University  
Policy Manual  
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**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](https://www.ndsu.edu/international/) and see Policy 334.1 International Travel for Students.
2. **STUDENT TRAVEL PROCESS:** [Notification](https://myndsu.ndsu.edu/organization/travel) 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](http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=214&SID=6).   
     
   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.

1. **REQUIRED FORMS:** Students must use required [travel forms](https://myndsu.ndsu.edu/organization/travel).

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](https://www.ndsu.edu/studentactivities/).

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HISTORY:   
  
New July 1990  
Amended October 2001  
Amended October 2007  
Amended November 2008   
Housekeeping September 2015