

# North Dakota State University

## Policy Manual

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### SECTION 334

#### STUDENT TRAVEL

SOURCE: NDSU President

#### North Dakota SBHE Policy 512

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, recognized student organization travel, and non-local meetings of academic organizations or governance entities where a student is officially representing the University. The policy does not apply to travel undertaken by individual students solely for personal interests and benefits. Examples include, but are not limited to, commuting, out of town athletic events, or to engage in student-teaching, internships, practicum or clinical experiences, observations or research, unless the travel is required and overseen by a member of the faculty. Student employees engaging in travel that falls within the scope of their employment on behalf of NDSU are not subject to this policy.

This policy pertains to student travel within the United States and outside both the Fargo/Moorhead area and Bismarck area (NDSU Nursing at Sanford Health). For information about traveling outside of the United States, contact the [Office of International Student and Study Abroad Services](#) and see [Policy 334.1 International Travel for Students](#).

2. **STUDENT TRAVEL PROCESS: Notification Process:** Student Academic Travel: [Notification](#) of travel as defined above must be provided a minimum of two (2) weeks prior to departure and is completed by responsible faculty/staff. Information to successfully complete the notification includes, but is not limited to: a list of all student participants/passengers; their expected time of departure/return; itinerary of activities/events associated with the travel; location of lodging, and names of instructors/advisers accompanying students.

Recognized Student Organization (RSO) Travel: RSO travel is governed by the Congress of Student Organizations guidelines, and is completed by student officers and participants. RSO travel requires notification is required a minimum of two (2) weeks prior to departure, and requires the same information listed above. Students will utilize myNDSU to complete these steps.

#### Student Drivers:

- Student drivers must comply with [ND SBHE Policy 512](#).
- All student travel (student academic and departmental) 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.

**3.1 Student Travel Waiver:** In addition to the notification process, there are times when a student travel waiver may be required. including:

- 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, all members traveling must be listed on official organizational roster. Completed required online roster will include waiver process.

Questions related to Recognized Student Organizational Travel may be directed to the [Office of Student Engagement](#).

Questions related to Student Academic Travel may be directed to the Office of the Provost.

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HISTORY:

New	July 1990
Amended	October 2001
Amended	October 2007
Amended	November 2008
Housekeeping	September 2015
Amended	April 11, 2019
Housekeeping	April 25, 2019
Housekeeping	October 16, 2023
Amended	May 8, 2025