

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-TR-07
Student Traveling with Faculty/Staff

1. Purpose

- 1.1 To provide guidance to students who are in travel status accompanied by a faculty or staff member while enrolled at Sam Houston State University as an undergraduate or graduate student.

2. Policy

- 2.1 It is the policy of Sam Houston State University (SHSU) to utilize an SHSU travel card for hotel, airfare, or car rentals for a student group of one or more traveling with a faculty/staff member unless special arrangements have been approved.
- 2.2 SHSU faculty/staff traveling with a student group is responsible for coordination, collection, and submittal of required documentation, including completed and signed Emergency Medical Treatment (Adult), Emergency Medical Treatment (Minor) and, if applicable, the Foreign Travel-Affirmation Waiver & Liability Release-No Travel Advisory, and Foreign Travel-Affirmation Waiver & Liability Release-With Travel Advisory.
- 2.3 International travel must be approved by the respective Vice President in advance of the expenditure of funds. Each student traveling internationally must sign the Emergency Medical Treatment (Adult), Emergency Medical Treatment (Minor) and if applicable Foreign Travel-Affirmation Waiver & Liability Release-No Travel Advisory, and Foreign Travel-Affirmation Waiver & Liability Release-With Travel Advisory.

All international travel must follow the TSUS Rules & Regulations, Chapter VI, Section 14, for Foreign Travel for Educational Purposes.

Reviewed by: Rhonda Beassie, AVP People & Procurement Ops
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