

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

1. Purpose

- 1.1 To provide a guide 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 a 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, collections and submittal of required documentation including completed and signed Emergency Medical Treatment Form and Release and Indemnification Agreement.
- 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 Affirmation, Waiver and Liability Release.

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

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Next Review Date: January 2025