

## Student Travel

The Student Travel Policy applies to all undergraduate students, and any graduate student who is not on an assistantship.

The policies indicated here are required for all students traveling outside northwest Arkansas (Benton or Washington counties) for any University-related purpose including class and extra-curricular events. University appointed employees, appointed employees who are also students, graduate students, and faculty members are NOT required to watch the driving safety video.

Any student traveling outside of Benton and Washington counties as an official representative of the University as defined in the [Student Travel Policy](#) is required to submit travel information to the Dean of Students office and his or her college dean. Additionally, emergency contact information MUST be supplied, and insurance information (if any) provided. Any student driving (whether a University vehicle, a rental vehicle, or a privately-owned vehicle) is required to watch a 16-minute Driver Safety video (one time only) and submit a signed statement certifying that he or she watched the video. Individuals or small groups (2-4) can view the video at the Campus Life Center, ARKU A-665. For larger groups the video can be checked out overnight.

The following steps must be taken for any travel out of Northwest Arkansas:

- Complete a [Student Travel Notification Form](#). This is a form for the entire group. Submit this form to the Dean of Students, ADMN 325.
- Submit emergency and insurance information to your trip sponsor. You can use the form provided here ([Student Information Request](#)), or just provide the relevant information to the sponsor.
  - The sponsor must maintain a copy of the emergency/insurance information for all undergraduate students going on the trip. A copy also must be given to a department/organization representative who is not going on the trip.
  - Submit a copy of this information to the Dean of Students and the Dean of the College of the students' enrollment.
- Any students driving or potentially driving must watch the driver safety video and submit all certification forms at least *one week* prior to the trip.
  - All students who drive or might potentially drive on an official University trip must submit an [Authorization to Operate Motor Vehicle](#) form to Risk Management, ADMN 321. This must be completed at least 7 days prior to the trip to allow time for checking driver records.
- The sponsor must ensure that a proper Travel Authorization is in the BASIS system for all individuals going on the trip who will be getting reimbursed. This can be a **Group Travel** or individual travels. See the [Group Travel Procedures](#) document for more information.
- University policy requires purchasing trip insurance through Risk Management, ADMN 321. For less than a dollar per student per day, the students will be covered for any unfortunate events that might occur. To purchase, fax a list of names and IDs, along with a Cost Center Number, to Risk Management at 575-4158.

For more information contact Rosa Edwards, 575-5255 or [rjedwar@uark.edu](mailto:rjedwar@uark.edu). The student travel policy can be located [here](#).

University of Arkansas  
Notification of Student Travel Plans

Instructions: Prior to leaving on a trip, the sponsor should send a completed copy of this form to the Office of the Dean of Students and the Office of the College Dean of the participating student(s). If corrections are necessary, the form must be resubmitted to both the Dean of Students and the College Dean(s).

Identification-Name of Group (RSO): \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Location of Trip: \_\_\_\_\_

Departure Date and Time: \_\_\_\_\_

Return Date and Time: \_\_\_\_\_

Primary Method(s) of Transportation Used (**please circle**): University Fleet Vehicle      Personal Vehicle  
Air/Airline      Rental Vehicle      Train      Bus      Other \_\_\_\_\_

Itinerary: Please list those points at which members of the group can be contacted in case of emergency:

Address (City, hotel, institution, etc.)	Phone number	Dates and Hours

Members of Groups: Please type the names and colleges of students and faculty who are expected to make the trip. Designate the sponsor by placing an "s" after their name(s). **Designate drivers by placing a "d" after their name(s).** Please attach an additional sheet if necessary.

Name	College (example: WCOB)	Name	College

As per the Student Travel Regulations, emergency contact information (and optional health insurance information) must be collected from each person on the trip prior to leaving. Two copies of this will be kept, one with the sponsor or someone on the trip, and one with someone here at the university. Please list the name and telephone numbers, both at work and at home, of the **person at the university** who will have this information:

Name: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Other Phone: \_\_\_\_\_

By signing below, I acknowledge that I have read the policy entitled Travel for Students Representing the University of Arkansas and have shared it with the students traveling on this trip.

Signature of **RSO Sponsor**/Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Forward this form to: Melissa Harwood-Rom, Dean of Students, 325 Administration Building, FAX: 575.7547. Forward a copy of form to the appropriate College Dean(s) listed above. **If travel is RSO funded, please also fax to Jody Preece, ASG Office Manager, 575-7087.**

**STUDENT INFORMATION REQUEST**

University of Arkansas policy requires that we collect emergency contact information and health insurance information (if student is insured) from all students going on a University-sponsored trip. Please complete the following information and return it to \_\_\_\_\_.

NAME: \_\_\_\_\_ UA ID Number (required) \_\_\_\_\_

CONTACT INFORMATION FOR STUDENT: Your cell phone \_\_\_\_\_  
Your email \_\_\_\_\_

COLLEGE OF ENROLLMENT (circle one or more- all grad students circle GRAD):  
AFLS ARCH ARSC EDUC ENGR WCOB HONORS GRAD LAW

IMPORTANT PERSONAL INFORMATION (allergies, illnesses or conditions we need to be aware of, etc.):

\_\_\_\_\_  
\_\_\_\_\_

**Required information:**

EMERGENCY CONTACT (**MUST** BE SOMEONE **NOT GOING** ON TRIP WITH YOU)

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

INSURANCE INFORMATION:

**(Insurance information must be provided. If you are uninsured, put “no insurance” in this section)**

Company: \_\_\_\_\_

Policy/Group numbers: \_\_\_\_\_

Phone number: \_\_\_\_\_

Other relevant information: \_\_\_\_\_

(e.g., name of insurance holder if not yourself)

**STUDENT INFORMATION REQUEST**

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**Required information:**

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NAME \_\_\_\_\_ PHONE \_\_\_\_\_

INSURANCE INFORMATION:

**(Insurance information must be provided. If you are uninsured, put “no insurance” in this section)**

Company: \_\_\_\_\_

Policy/Group numbers: \_\_\_\_\_

Phone number: \_\_\_\_\_

Other relevant information: \_\_\_\_\_

(e.g., name of insurance holder if not yourself)

**ARKANSAS STATE VEHICLE SAFETY PROGRAM  
AUTHORIZATION TO OPERATE  
UNIVERSITY/STATE VEHICLES AND PRIVATE VEHICLES  
ON UNIVERSITY/STATE BUSINESS**

Agency Code: 135

Agency: University of Arkansas, Fayetteville Division: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
                  mm      dd      yyyy

Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_

**Initial Each of the Following:**

\_\_\_\_\_ I understand that as permitted by Arkansas Code Ann. §27-50-906 the Office of Driver Services will notify my employer each time a new violation is added to my driving record. I also understand that my employer has access to my driving record through the SVS System (State of Arkansas Website) through Information Network of Arkansas.

\_\_\_\_\_ I understand that because of my driving record I may not be permitted to drive on University/state business.

\_\_\_\_\_ I will participate in all required Defensive Driving Classes.

\_\_\_\_\_ I will report all accidents that occur on University/state business to my employer  
1) within 24 hours of the occurrence or by the next working day if the accident occurs in a University/state vehicle and 2) within 7 working days if the accident occurs in a private vehicle.

\_\_\_\_\_ I have read the Driving Safety Tips provided by my employer.

\_\_\_\_\_ I understand that I must maintain liability coverage, as required by state law, on my personal vehicles that I drive on University/state business.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**

**Please Complete and Return with Original Signature to:  
University of Arkansas, Risk Management Office  
321 Administration Building, Fayetteville, AR 72701**

**VSP-1**

**Travel for Students Representing the University of Arkansas**

Frequently, students travel off-campus to represent the University. Some trips are made in University vehicles, some via commercial transportation, and others in private cars. It is imperative that there be adequate protection for the student and the University from claims and liability that might arise from these occasions. To ensure such protection, the following will be observed as policy and procedure:

1. Official Representation:

The University recognizes that a student travels as its official representative when, and only when, all the following requirements are satisfied:

- a. An administrative official having authority to do so authorizes a student or students to be official University representatives for the purpose of attending an event related to accomplishment of university educational purposes.
- b. The University will benefit from the representation in a substantial manner.
- c. The student or students travel by University vehicle or travel according to transportation selected for them and approved by the person authorizing the travel.
- d. The student or students meet campus requirements for participating in co-curricular activities verified by the sponsor.
- e. Before leaving the campus, the student or students and accompanying faculty or staff, if any, shall have registered according to the procedures outlined in this policy. Students attending functions on their own initiative in the guise of being from the University of Arkansas, the institution deriving benefit only from the resulting publicity, are not official University representatives. Because of the possibility of claims and liability arising from student travel, it is necessary that strict procedures be established concerning the dispatching of enrolled students off campus for University purposes.

2. The following procedure, therefore, is established:

- a. Secure authority from appropriate administrator of college division.
- b. Register by completing a Notification of Student Travel Plans form prior to leaving for the trip. Copies of this completed form shall be forwarded to the Office of the Dean of Students, to the administrative official authorizing the travel, and to the deans of the colleges in which the students are enrolled.

- c. The faculty or staff sponsor shall properly inform student representatives of the responsibility of representing the university.
  - d. Any traveler expecting to be reimbursed from the university for travel-related expenses must have a BASIS Travel Authorization completed before the trip begins.
3. Travel Regulations:
- a. Students may travel on public carriers, in charter or private aircraft, in University fleet vehicles or aircraft, or by private vehicle if it is covered by an insurance policy currently in effect and purchased by the owner of the vehicle. The University's Non-Owned Aircraft Policy is applicable for students traveling in either charter or private aircraft.
  - b. Any student traveling by car or van who plans to be a driver at any time during the trip, whether it is a personal car, a rental car or a University fleet vehicle, must attend a mandatory driver safety program prior to driving on the first trip that falls under this policy (unless there is a change to the driver safety program, students only need to attend it once while here at the university). At least seven (7) working days prior to driving the first time on a trip each school year, student drivers shall be required to complete an Authorization to Operate a Motor Vehicle form which acts as a release to permit the University to check the student's driving record. Information on the days, times and means of the driver safety program and completing the Authorization form is available in the Dean of Students Office and the Center for Leadership & Community Engagement.
  - c. Anyone found to have an unacceptable driving record as defined by the University will not be allowed to drive under this policy.
  - d. In the event of an accident, full disclosure should be made of name, address, registration number of vehicle, driver's license, and University status of individual involved, but liability should not be admitted because not all facts may be known at the moment. All vehicle laws in the state involved should be obeyed.
  - e. Students shall file reports with their administrative office and/or the Office of Risk Management concerning any accidents, collisions, personal injury, or property damage to themselves or to others on returning to the campus. In privately owned vehicles, the owner should notify his insurance company immediately.
  - f. When a University car is to be used for off-campus travel, the person to whom possession is delivered shall first display to Facilities Management officials a driver's license for himself or herself and for any of the passengers whom he or she will allow to drive during the trip.

- g. If renting a 12-passenger van from Facilities Management, all drivers will be required to watch a five minute training and safety video prior to picking up any such van.
- h. When renting a University fleet vehicle, all other additional Facilities Management policies as stated on the rental agreement must be followed.
- i. Travel Accident insurance through the university is required of all students traveling under this policy. Arrangements need to be made through Risk Management for this insurance, and the appropriate cost center or student organization account will be charged.
- j. Emergency contact information, including health insurance companies and policy numbers (if available), must be collected on each student and submitted to at least two people, one of which is a person (such as a sponsor) going on the trip and the other is a person who will be in close proximity to the Fayetteville campus during the duration of the trip. This person will be identified on the Notification to Travel by Outside Groups form.
- k. The above rules are inapplicable and/or exceptions are as follows:
  - a. Students traveling under the aegis of the Men or Women's Athletic Departments as athletes.
  - b. Any vehicular travel between portions of the campus located in the same city or its suburbs. This includes all of the University Experimental Farm areas in Northwest Arkansas and the Engineering Research Center.
  - c. Off-campus trips organized, conducted, or sponsored by a student organization in its own interest. Such trips are not made on behalf of the University as official travel, and the University will accept no responsibility for any liability arising there from.
  - d. Dispatching of a student on a personal errand for a faculty or staff member in a city where the student is regularly enrolled.
  - e. Students on an official Study Abroad program will follow official Study Abroad travel procedures.
  - f. Graduate students and other students who are traveling as **paid** employees of the University.
  - g. Students driving themselves to Northwest Arkansas Regional Airport (XNA) or any other airport in the Fayetteville-Springdale-Rogers area.

- h. Students voluntarily driving themselves in their private vehicles to locations in the Fayetteville-Springdale-Rogers metropolitan area or to locations near their residence do not have to obtain the Travel Accident insurance or complete the Authorization to Operate a Motor Vehicle form.

#### 4. Sponsor:

Sponsors are encouraged to accompany students on off-campus trips covered under this policy, but are not required to do so. A sponsor can be defined as any full-time or part-time faculty or staff member, any graduate assistant with a direct connection to the purpose of the off-campus travel, or any graduate assistant who advises a registered student organization in an official capacity as defined by the registered student organization policies.

#### 5. Student Conduct:

Students away from the campus as University representatives are subject to disciplinary action by the University for breaches of conduct. Any accompanying sponsor is authorized to maintain good order and good representation during the trip. Upon returning to the campus, disciplinary action of a penalizing nature may be instituted against students for misconduct during the trip.

#### 6. Makeup of Classes Missed:

Students are sometimes away from the University during regularly scheduled classes to represent the University in a variety of activities—professional meetings, workshops, field trips, research activities, athletic events, debate competitions, sport club events, judging events, fine arts events, etc. The University recognizes the value of these activities for personal development and as an educational opportunity. Instructors are strongly encouraged to assist students in making up class work (including lectures, laboratories, tests, etc.) missed because of these activities whenever possible. However, the instructor has the final responsibility to determine if it is feasible to make up the work. The following procedures establish a framework for communication between the student and instructor on this question. (Refer to the Attendance Policy in the Catalog of Studies)

#### 7. Instructor's Responsibility:

The instructor should determine the requirements for the course including tentative dates of tests, field trips, etc. together with a makeup policy and supporting rationale. The instructor should let students know course requirements on the first day of class, preferably in writing. Similarly, if there are any meetings of the class outside the hours assigned in the Schedule of Classes, these should be identified in their Schedule so the student knows when registering what other times he/she is to be available.

#### 8. Student's Responsibility:



When possible, a student who anticipates a substantial amount of activity as a University representative during a particular semester should schedule courses and class times to minimize the conflict. The student should make the instructor aware of any planned absences as a University representative as soon as possible and request arrangements for make up of the work to be missed. The student and instructor should confer to attempt to resolve any differences. The chairperson or area coordinator may be brought into the discussion, particularly if there is a potential need for additional resources or increased support for the instructor. If the student questions the instructor's final decision the student has recourse through the student academic appeal structure.

Revised June 19, 2009  
November 4, 2003

## ***PROCESSING THE TRAVEL AUTHORIZATION IN BASIS***

The individual within the department who is responsible for the entry of Travel in BASIS will enter a Travel Authorization using the TA function .

The Traveler ID will be the employee who is responsible for the group and responsible for all monies allocated.

A 'T' (group travel) will be entered in the Traveler Type code field. This is very important because it determines the applicable advance and other reimbursable criteria related to the trip. You will be required to enter the names of all of the students/guests who will be participating in this group trip, by pressing the PF9 (Text) key.

On Screen 2 you will have the ability of entering the total amount you anticipate you will need for lodging, meals, and any other misc. expenses.

Screen 3 is where you will enter the amount of Travel Advance you wish to take and be responsible for. The system will allow up to 100% of the estimated expenses.

If there are going to be any Travel Related POs created, you will create those on Screen 3.

Once all information has been entered, press 'Enter' to validate and PF10 to submit the TA via TARGET for approval.

## ***FILING THE STATEMENT OF TRAVELING EXPENSES***

A traveler has 30 days from return of trip to reimburse the travel advance. This can be in the form of the Travel Claim being processed to offset the advance or if the Travel Claim does not cover the entire advance, to go to the Cashier's office and pay any additional amounts owed. **IMPORTANT:** If the travel advance is not paid back within 30 days of the trip return, a payroll deduction from the traveler's payroll check will be processed.

A travel claim will be processed with all required receipts attached. The employee who was in charge of the trip along the department head or other authorized agent, must sign the claim.

If students/guests were given a per-diem amount of money for food, etc. each individual must sign a document verifying that they received the specified amount of money. The individual's SSN or Student ID # must also be included.

The travel claim and all required documentation must be sent to the Travel Office for processing.

## ***POCKET GUIDE FOR PROCESSING GROUP TRAVEL***



**UNIVERSITY  
of ARKANSAS**  
1871®

Travel Office

Phone: 479-575-7951 or 5363

Email:

[cawade@uark.edu](mailto:cawade@uark.edu)

[rhatta@uark.edu](mailto:rhatta@uark.edu)

[dcarter@uark.edu](mailto:dcarter@uark.edu)

Fax: 479-575-2838

Web Information:

[www.uark.edu/travel](http://www.uark.edu/travel)

## ***WHAT QUALIFIES AS 'GROUP' TRAVEL?***

In order to process a group travel through the Travel Office, the event for which the group is participating in, must occur away from their 'official station', which in most cases will be Fayetteville, AR.

In accordance with ACA 19-4-904 (d) state supported institutions of higher education may provide travel expenses for a group or number of students who, when accompanied by those who instruct the students in the fundamentals of a competitive sport and direct team strategy, must travel and be recognized as a cohesive unit representing not only their institution, but exemplifying the State of Arkansas in their behavior, attitudes, interests, presentation and conduct.

Group Travel may also include a number of guests along with a university employee traveling together for a particular event or circumstance.

In these circumstances the payment of group travel expenses, including those of students and employees, may be authorized.

### **Some examples of group travel functions:**

- Study Abroad
- Intramural sports
- Archeological digs

**Please Note:** If any groups are traveling within their 'official station' these requests will still be processed through Financial Affairs.

**IMPORTANT:** This is **NOT** for a group of employees all going to the same function.

## ***WHAT ARE ALLOWABLE EXPENSES?***

- Meals
- Lodging
- Transportation
- Entertainment, within reasonable limits, to ease the pressure on students of their objectives
- Costs of group activities, including gratuities, laundry, cleaning and favors, and other personal expenses to be paid from auxiliary funds not inconsistent with standards, rules, regulations, or prohibitions established by recognized national or state governing associations pertaining to the respective students and employees and the institutions they are representing.

## ***REQUIRED RECEIPTS***

**!!!!!!!!!!!! IMPORTANT !!!!!!!!!!!!!**

- Lodging (itemized)
- Transportation
- Entertainment receipts if the entertainment was purchased on behalf of the entire group.
- If giving each student a per-deim amount, a document must be included that each student signs along with providing SSN or Student ID # signifying the amount of per-deim received.

- Other receipts as deemed appropriate

## ***HOW DO I RECEIVE MONEY FOR TRIP?***

In order to receive advance money to take on trip, a Travel Authorization must be submitted via the BASIS system listing estimated expenses. You can find complete Step by Step instructions on processing the Travel Authorization on the back of this guide. Based on the estimated expenses, a Travel Advance may be requested up to 100% of the estimated expenses.

If you have traveled before and signed a travel agreement, if the requested advance is processed within 7 days of your trip, the travel advance check will be mailed to your campus location.

If sufficient time has not been allowed to mail the check OR if the travel advance agreement has not been signed, you must go to the Treasurer's office to pick up your check and sign the travel advance agreement.

## ***WHAT HAPPENS WHEN I GET BACK?***

The Travel Advance must be reconciled within 30 days after return from trip OR it will result in a payroll deduction against the employee responsible for the advance.

When you return from the trip a Statement of Traveling Expenses must be filed along with attached all required receipts and documentation, student names, etc. associated with the expenses.