

**College of Agriculture and Human Sciences**  
**Student Travel Policy, 2014**

**Approved by**



**Dr. Alton B. Johnson**

**Dean College of Agriculture and Human Sciences**  
**Director of Land Grant Colleges and University**

## **Student Travel Policy:**

### **INTRODUCTION**

Prairie View A&M University's College of Agriculture and Human Sciences (CAHS) continue to support the growth of its students. Our established visions are as follows and CAHS will:

- 1. serve as a student magnet*
- 2. serve as a gateway to opportunities*
- 3. implement one college infrastructure that sets CAHS apart*
- 4. have a community outreach program that is second to none.*

Student travel plays an important role in enhancing the growth of our students as it provides experiential learning activities that become a part of their life- long lessons. Traveling as a student enhance the overall educational experiences of students through the development of, exposure to and participation in social, cultural, intellectual, community service, leadership abilities and scientific involvements. It further prepares them for the intricacies of business travel when entering the workforce. In keeping with PVAMU travel policy, CAHS shall require the completion and submission of the following documents:

1. Student travel itinerary with accurate travel information (Appendix A)
2. Travel passenger list with one emergency contact person, but two is suggested, and a working telephone number for each. (Appendix B)
3. Student travel guideline and agreement form should be read and signed by student and turned in to CAHS Office of Compliance. (Appendix C)

This CAHS travel procedure follows PVAMU Office of Travel Services, Travel Procedures Manual (updated 2013) and TAMUS policy (13.04). See the Appendix D for the wording in PVAMU Travel Policy.

# APPENDIX A

## Student Travel Itinerary

(must be turned in to Ms. Caralita Solomon by Requestor  
of Travel)

**Prairie View A&M University  
Student Travel Itinerary**

**Requested by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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**Number of Travelers (faculty, staff and students):** \_\_\_\_\_ (Attach Travel Passenger List)

**Destination:** \_\_\_\_\_

<b>Address:</b> _____ _____	<b>Telephone #:</b> _____ _____	<b>Contact Person at Destination:</b> _____ _____
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**Schedule of Activities:**

Nature of Activities	Departure		Return	
	Date	Time	Date	Time
_____				
_____				
_____				

**Lodging (if overnight stay):**

<b>Hotel Name:</b> _____ _____	<b>Address:</b> _____ _____	<b>Telephone#:</b> _____ _____
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**Transportation:**

☐ Commercial Airline<sup>1</sup>   ☐ Chartered Bus   ☐ Rental Vehicle<sup>2</sup>   ☐ University Vehicle<sup>2</sup>   ☐ Personal Vehicle<sup>2</sup>

<sup>1</sup> Provide the following information:

Airline and Flight No: \_\_\_\_\_  
Departure Date & Time: \_\_\_\_\_  
Return Date & Time: \_\_\_\_\_

<sup>2</sup> Provide the following information:

Vehicle Make, Model & Year: \_\_\_\_\_  
Driver's Name & License No: \_\_\_\_\_  
Driver's Status:   ☐ Faculty   ☐ Staff   ☐ Student

**Received by University Department of Public Safety:** \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX B

### Traveler Passenger List

(student's emergency contacts to be turned in to Ms.  
Caralita Solomon by Requestor of Travel after Requestor  
has the signed approval of DPS)

# Prairie View A&M University

## Travel Passenger List

Requested by: \_\_\_\_\_ Date \_\_\_\_\_ Page: \_\_\_\_\_ of \_\_\_\_\_

Name (Please Print)	Emergency Contact	Emergency Contact	Traveler Signature
	Name: _____ Tel#: _____	Name: _____ Tel#: _____	
	Name: _____ Tel#: _____	Name: _____ Tel#: _____	
	Name: _____ Tel#: _____	Name: _____ Tel#: _____	
	Name: _____ Tel#: _____	Name: _____ Tel#: _____	
	Name: _____ Tel#: _____	Name: _____ Tel#: _____	
	Name: _____ Tel#: _____	Name: _____ Tel#: _____	
	Name: _____ Tel#: _____	Name: _____ Tel#: _____	

\*\*\*This Form must be completed and a copy sent to DPS before leaving on trip.

# **APPENDIX C**

## **Student Travel Guidelines**

**And**

## **Agreement Form**

**(signed by student traveler and turned in to Ms  
Caralita Solomon by Requestor of Travel)**

## **Student Travel Guidelines**

### **General Student Travel Guidelines and Agreement**

All Prairie View A&M University students traveling for the purpose of attending conferences, workshops, programs and events representing PVAMU'S College of Agriculture and Human Sciences (CAHS) must follow the procedures as prescribed below:

- Are expected to conduct themselves in a manner that positively reflects upon themselves and Prairie View A&M University.
- Are governed by the Student Code of Conduct as outlined in the university student handbook while attending all conferences, workshops, programs, and events.
- Are expected to participate fully in the conference or workshop by attending all programs and events as outlined by the conference. If participating as a group, the group will seek to attend as many different sessions as possible in order to obtain the greatest amount of information and/or resources.
- Are expected to dress appropriately for the conference event based on the guidelines provided by the conference organizers. Any questions regarding dress should be directed to the advisor(s) or the conference organizers prior to leaving.
- Alcohol use is prohibited during the duration of the travel to and from the conference or workshop programs and activities. Exception may only be made by the university president or designee.
- Must complete, sign and return this document to the event traveler advisor prior to the event travel departure time.

\*Any violation of the code of conduct and the above listed requirements may result in appropriate disciplinary action, including, but not limited to, loss of privileges to attend future conferences or events, restitution of funds provided for you to participate in the event, and/or possible report to Prairie View A&M University Conduct Committee.

\_\_\_ I have read CAHS student travel guidelines and will travel in accordance with the above mentioned guidelines.

\_\_\_ I have read CAHS student travel guidelines and will not travel to this event to represent Prairie View A&M University College of Agriculture and Human Sciences.

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Student Traveler Signature

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Date

## APPENDIX D

### PVAMU Student Travel Policy

Excerpts taken from PVAMU Student Travel Policy

### ***1. General***

1.1 The following procedures apply to faculty, staff, students, and volunteers who engage in transporting students off campus in a University owned, rented, or chartered vehicle on any University business or related travel activities. Travel in personal automobiles is specifically exempted from the requirements of these procedures. Failure to comply with these procedures may result in the suspension of student travel for the director/department responsible for arranging the trip. The President or his/her designee may authorize exceptions to these procedures on a case-by-case basis.

### ***2. Student Drivers***

2.1 No student will be authorized to drive a University-owned or leased vehicle to transport students off campus on any University authorized and/or funded trip. The only allowable exception to this requirement would be in the event of an extreme emergency situation (i.e. the primary and secondary driver become ill or incapacitated during the trip).

2.2 No student will be authorized to use their personal vehicle to transport students on any University authorized and/or funded trip.

2.3 A student may be authorized to travel on his/her own for PVAMU related business or activities, but said travel must be authorized using the Business Travel Leave Request Form ([http://www.pvamu.edu/Include/Business\\_affairs/Forms/Travel/Business%20Travel%20Leave%20Request%20Form.pdf](http://www.pvamu.edu/Include/Business_affairs/Forms/Travel/Business%20Travel%20Leave%20Request%20Form.pdf)) and the student must have attended the University provided Driver & Travel Safety Training offered through the Office of Environmental Health & Safety (EHS). Proof of this training must be attached to the Business Travel Leave Request Form. (Statement is not in original PVAMU Travel Policy - Evidence of both trainings are required to be turned in to CAHS Main Office to Ms Caralita Solomon)

2.4 Any individual who holds an employed position at the University, and whose employment status does not depend on their status as a student, may be approved to transport students.

### ***3. Student Group Travel Requirements and Planning***

3.1 Designated staff member(s) and/or faculty will accompany each student travel group.

3.2 Prior to the trip, the faculty or staff traveling with the students must complete a Pre-Trip Authorization Request via Concur; a Student Travel Itinerary; and, a Travel Passenger List and submit the forms through the appropriate approval channels. NOTE: At the time the authorization request is submitted, it is recognized that the Travel Passenger List will not include the students' signatures; however, all other information should be on the form.

3.3 A copy of the Student Travel Itinerary and Travel Passenger List (including signatures of students' actually traveling in University owned, rented or chartered vehicles) for all

approved travel involving students must be filed with the University's Department of Public Safety prior to the day of departure. Note: The Office of Travel Services will not issue a travel reimbursement unless the Student Travel Itinerary and Travel Passenger List forms have been certified as being received by the University's Department of Public Safety prior to the trip.

# APPENDIX E

## Business Travel Form

(must be turned in to Ms. Caralita Solomon by Student  
Driving Personal Vehicle)

Student must also contact Mr. Daron White,  
Environmental Health and Safety Office (936-261-1746)  
for schedule of Driver's Training Class



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

## Business Travel Leave Request Form

Return Completed Form to Travel Services - Room 104 Harrington Science Bldg or Mail Stop 1345

### Part 1 – Travel Leave Request

Date Prepared: \_\_\_\_\_

Name of Traveler \_\_\_\_\_

UIN# \_\_\_\_\_

Title: \_\_\_\_\_

Dept: \_\_\_\_\_

First Day of Business Travel: \_\_\_\_\_ to \_\_\_\_\_ Last Day of Business Travel

Estimated Time of Departure: \_\_\_\_\_ am / pm Estimated Time of Return: \_\_\_\_\_ am / pm

Type of Request: \_\_\_\_\_ Employee University Business -One time trip \_\_\_\_\_ Prospective Employee

\_\_\_\_\_ Employee University Business – Blanket Request for FY \_\_\_\_\_

*Does the travel involve:*

\_\_\_\_\_ Foreign Travel (do not include travel to Canada and Mexico ) \_\_\_\_\_ Washington D.C. Federal Offices

Travel Origin: \_\_\_\_\_ Travel Destination \_\_\_\_\_

Purpose and Benefit of Travel to the University: \_\_\_\_\_

Accompanied By: \_\_\_\_\_

Duties to be Covered By: \_\_\_\_\_

Estimated Expenses : \$ \_\_\_\_\_

Paid By FAMIS Acct #: \_\_\_\_\_

To be completed by Travel Services - **TRAVEL ENCUMBRANCE # T**

### Part II – Signature and Approval

\_\_\_\_\_  
Traveler's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
OSP or TAMURF Signature  
(if Contract FAMIS account is used)

\_\_\_\_\_  
Date

*Foreign Travel Approval/ Travel to Washington, D.C. Federal Offices*

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

*Original to Travel Services*

*Copy – Department and Traveler*

# Instructions for Business Travel Leave Request Form

## Part I – Travel Leave Request

### *Name of traveler*

- Name of PVAMU employee or Prospective PVAMU Employee

### *UIN#*

- Employee's university ID number (number used to sign on to HR Connect)
- Prospective employee's social security number

### *Title*

- PVAMU's position title of employee per Human Resource records
- PVAMU's position title prospective employee is interviewing for

### *Dept*

- Name of department the employee works for
- Name of department prospective employee is interviewing for a position with

### *First Day of Business Travel to Last Day of Business Travel*

- Month, Day and year that will be your first official business day of travel
- Month, day and year that your official business day of travel will end
- If requesting blanket request please enter inclusive dates

### *Estimated Time of Departure Estimated Time of Return*

- Enter estimated time of day you will be leaving for Business Travel
- Enter estimated time of day you will be returning from Business Travel

### *Type of Request:*

- Employee University Business - One time trip
  - Employee will be traveling to a select destination for specific purpose that is not a reoccurring travel event
- Prospective Employee
  - Please check this for all prospective employees interviewing for PVAMU positions
- Employee University Business – Blanket Request for FY\_\_\_\_
  - For university employees who travel to certain destinations many times during a fiscal year
  - An example would be: Travel to TAMUS in College Station for meetings with Board of Regents and other System Offices

### *Does the Travel Involve:*

- All requests for approval for foreign travel and travel to Washington D.C, Federal Offices should be submitted at least 3 weeks prior to the trip. All other travel request should be completed, signed, and sent to the Travel Office 5 working days prior to the trip.
- Foreign Travel – PVAMU's President's approval is required all foreign travel prior to the trip. Mexico and Canada and US Possessions are not considered as foreign countries
- Washington D.C. Federal Offices – PVAMU is required to notify the State's Governor's Office prior to any trip to Washington D.C. that includes visits to any Federal Offices

### *Travel Origin Travel Destination*

- List the City and State or City, Country the traveler is traveling from and to

### *Purpose and Benefit of Travel to the University*

- List the meeting, conference, event, etc. that you are attending and how it will benefit the university

### *Accompanied By*

- List any other PVAMU employees that may be traveling with you to the same meeting, conference, event, etc.

### *Duties Covered By*

- List employee who will be handling your job responsibilities while you are away

### *Estimated Expenses:*

- Estimate total travel expenses – include hotel, parking, airfare, car rentals, mileage, meals,

### *Paid by FAMIS Acct#*

- List the FAMIS account number that will be reimbursing the traveler for the estimated expenses. Travel Request will be rejected if account listed does not have the funding to cover the estimated costs

## Part II Signature and Approval

### *Traveler's Signature*

- Employees must sign and date the request for business travel
- Prospective employees do not need to sign the request for business travel

### *Immediate Supervisor and Department Head Signature*

- Employees immediate supervisor and department head must sign and approve travel prior to the trip
- Failure to have the Business Travel Form approved prior to the trip may result in non reimbursement of travel expenses

### *OSP/TAMRF Signature*

- If FAMIS acct# is a contract account the Office of Sponsor Projects or TAM Research Foundation must approve travel

### *Foreign Travel/ Washington D. C. Federal Offices Travel*

- The area Vice President and the President of PVAMU must sign and approve prior to the trip
- Failure to have the foreign travel/Washington D.C. Federal Offices Travel approved prior to the trip may result in non reimbursement of travel expenses

The original completed Business Travel Request Form goes to Travel Services

A copy of the completed Business Travel Request Form goes the traveling employee and the employee's department