



# TEXAS A&M UNIVERSITY SCHOOL OF LAW

## TRAVEL FORM

### NOTICE:

Airline tickets are non-refundable/non-transferable. Any changes to tickets, which result in any additional cost is your responsibility. Please plan your trip accordingly, and ensure timeliness in arriving to the airport for check-in/security clearance. Failure to attend a school-sponsored trips and/or missing your flight could result in you being financially responsible for payment.

# Travel Packet

## Office of Student Affairs

Please read and complete the travel packet before traveling. Return the packet to my office no later than 48 hours before your travel date. If you wish to receive approval for the school's purchase card, you must submit your request to me at least 4 weeks in advance. If you have any questions before or during your travel, please do not hesitate to visit the office of student affairs.

### YOU MUST COMPLETE THIS PACKET BEFORE TRAVELING

(Please write legibly and provide all details needed to explain the purpose of your travel. This information will be sent to Texas A&M University Financial Management Operations for approval).

1. Go to [https://studentactivities.tamu.edu/app/form\\_travel](https://studentactivities.tamu.edu/app/form_travel) and complete a Travel Information Form.
2. Print a copy of the Travel Form and return to Student Affairs.

#### **Answer the following questions:**

3. What is the name of the Organization you will represent?

---

4. The purpose of travel?

---

---

5. How will this benefit Texas A&M?

---

---

---

## Student Travel Rule

The opportunity to represent Texas A&M University throughout the state, nation, and world is one of the many benefits of being a recognized student organization. The university has established a travel registration process to promote the health and welfare of students. The Student Travel Rule and accompanying Standard Administrative Procedure apply to student travel sponsored by an academic department, university unit, or student organization. Specifically, these procedures are required when the intended travel is to an activity or event located 25 miles or more away from the university and any of the following circumstances apply:

- The event is funded by the University,
- The travel is undertaken using a vehicle owned or leased by the University,
- The activity or event is required by a recognized student organization, or
- The travel is undertaken under the scope, direction or election of a college, department, class, university office, learning community, study abroad program, recognized student organization, or their representatives.

Having access to current information is an essential factor in the University's ability to effectively respond to a critical incident involving Texas A&M students. In an effort to ensure individuals responsible for providing assistance during have the information needed, student organizations are responsible for completing the following steps prior to travel:

1. Complete and submit a **Travel Information Form** at least 48 hours before your group departs. Information submitted on this form includes the names, UIN's, and emergency contact information of all participants traveling with your organization. This information will be used by the Critical Incident Response Team (CIRT) and other University staff members to assist student participants in case of an emergency, so it is imperative that we have a correct and up-to-date list of your participants and your travel plans.
  - o **For international travel**, please visit the International Travel page for information about the steps that need to be completed prior to departure, including travel notification and training.
2. Have each traveling participant sign a waiver form acknowledging they understand and accept the risks associated with travel activity. Use of the standard waiver form is strongly recommended.

Please be sure to modify the form for your event by adding information about your specific activities in the Indemnity Clause section. Also, please note that the release form will need to be signed by the parent or legal

guardian of any participants traveling is under the age of eighteen.

\*While all student travel that meets the conditions of the Student Travel Rule necessitates the submission of a Travel Information Form, there are certain categories of student travel that are exempted from a waiver requirement. The Student Travel Rule states that, "An undergraduate or graduate student who participates in travel related to academic course requirements (e.g. field trips), or their assigned duties as a University employee, (e.g. research data collection) shall not be required to sign a waiver or release in relation to that travel."

### **Means of Transportation**

The rental of a large capacity van requires additional training steps; please refer to the van rental section of this website for more information.

Students driving privately owned vehicles must have a valid Texas or other state driver's license and possess auto insurance coverage as mandated by the State of Texas. In addition, the vehicles must have a current state inspection and registration. In the event of an accident, it is the driver's insurance that may be used to pay for damages to the vehicle(s) involved in an accident and/or any injuries to a passenger or occupant of another vehicle. If your organization will be using rental vehicles, be sure to inquire with the company about insurance, gas, mileage, and other policies or requirements associated with your rental. Please see the transportation section of this website for more information about using your personal vehicles or commercial rental vehicles for student organization travel.

Finally, groups traveling outside the United States must have all the appropriate licenses, certificates and insurance that is required by the destination country. Please refer to the international travel section of this website for more in-depth information!

### **Safety Guidelines**

Student organization events involving travel are complex and risky activities, so they necessitate thorough planning and proactive risk management. The Student Travel Rule lists a few safety requirements and guidelines:

- Drivers and passengers must act responsibly and use sound judgment when traveling;
- Drivers must obey all traffic laws and regulations, including posted speed limits;
- Drivers must not drive under the influence of alcohol or illegal drugs, nor transport or possess alcoholic beverages, illegal drugs, unauthorized firearms, or other types of weapons;
- Drivers and passengers must wear seat belts at all times, and the number of occupants in the vehicle must not exceed the number of seat belts; and
- Drivers and passengers must avoid horseplay, racing, and other distracting or aggressive behavior.

Some additional safety suggestions and best practices include the following:

1. Drivers should begin the trip well rested, rotate every two hours, and divide the trip into segments to allow stops for rest,
2. Students should notify a designated contact person upon the group's departure and arrival,
3. Students should avoid driving when weather conditions are hazardous, and be prepared to pause the trip should travel conditions (or fatigue) warrant,
4. Drivers should plan their routes in advance, and carpool or caravan when possible,
5. Students should carry at least one cellular telephone or other two-way communication device, a flashlight, and an approved fire extinguisher in each vehicle for emergency purposes,
6. Students should establish reasonable departure and arrival times to and from the activity, avoiding driving between the hours of midnight and 6:00 a.m.,
7. Each vehicle should have at least one extra approved driver, and the second driver or another passenger should ride in the front passenger seat to remain awake with the driver and maintain alertness, and
8. Drivers should avoid taking medication prior to driving, especially if the label warns against operating a vehicle while under the influence of the medication.
9. Drivers should never send phone calls or text messages, or use his/her phone in any way. Use of cellular telephone and GPS devices should be given to a navigator or other passenger. These actions can result in severe consequences of the driver, passenger, vehicle as well as others on the road. For more information please see: Driving Safety Documentary.