

**IDAHO STATE UNIVERSITY POLICIES  
AND PROCEDURES (ISUPP)  
Student Group Travel  
ISUPP 2380**

*POLICY INFORMATION*

**Policy Section:** *Finance*

**Policy Title:** *Student Group Travel*

**Responsible Executive:** *Chief Financial Officer*

**Sponsoring Organization:** *Controller's Office*

**Dates: Effective Date:** *October 3, 2016*

**Revised:** *April 13, 2018*

**Annual Review:** *April 13, 2019*

**I. INTRODUCTION**

This document establishes and communicates policies and procedures governing travel by student groups on Idaho State University (ISU or University) official business that is properly authorized and essential to achieving the goals and/or fulfilling the mission of ISU departments and colleges. The requirements for Student Group Travel for ISU students are specific and different from the requirements for ISU employee travel. Individual student travel this is not part of an organized student group is addressed in *Student Travel ISUPP 2390*.

**II. POLICY STATEMENT**

All ISU travel must comply with the State of Idaho's travel regulations, the Idaho State Board of Education's (SBOE) directives, and the Internal Revenue Service's Accountable Plan, described in Publication 15, Circular E: The Employer's Tax Guide. Students travelling on ISU officially sponsored trips must be enrolled at ISU during the term in which they are traveling and their travel authorizations and related reimbursements must conform to *University Business Travel ISUPP 2000*.

**III. AUTHORITY AND RESPONSIBILITIES**

- A. A faculty or staff sponsor (Group Leader) is responsible for coordinating the sponsored Student Group Travel. Examples of Student Group Travel include but are not limited to, athletic competitions, band tours, choir tours, debate, and class field trips.
- B. Group Leaders are responsible for ensuring that:

1. The trip itinerary, travel roster, and travel expenses are entered into the ISU travel system.
2. The student contact information (including emergency contact information) is updated before the trip takes place and kept in the authorizing department.
3. Student travelers obtain insurance for travel outside the United States through the University's authorized vendor. (Contact Office of Risk Management.)
4. A travel manifest is sent to the Travel Office before the group departs.  
<http://www.isu.edu/finserv/account/AIForms/TeamTravel.pdf>
5. Liability and consent forms are signed by each student (Contact Office of Risk Management.)
6. In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, travel information will be provided to the Department of Public Safety (Public Safety) for any ISU sponsored Student Group Travel that involves a stay of two (2) or more nights in a hotel or other form of accommodation. The information required is inclusive of all locations used by students during the trip (e.g., hotel, classroom, training center), controlled by ISU during the trip (e.g., reserved hotel rooms), and used to support educational purposes. The same requirement applies to all ISU sponsored Student Group Travel of one (1) night or more to the same location on an annual basis.
7. The Clery Act Student Travel form is completed upon the return from travel and submitted to Public Safety. The form is available on the Public Safety webpage at [www.isu.edu/media/libraries/public-safety/Clery Act Student Travel Form.pdf](http://www.isu.edu/media/libraries/public-safety/Clery_Act_Student_Travel_Form.pdf) and can be emailed to [clery@isu.edu](mailto:clery@isu.edu).

#### **IV. DEFINITIONS**

- A. Student Group Travel is defined as pre-approved travel arranged by the University for a group of two (2) or more students to accomplish a specific University task or purpose. Student Group Travel may be paid for in full or in part, directly or indirectly by the University; organized by the University with participants or sponsors paying; organized by others and paid for by the University; or supported by the University in the form of organization, management, staffing, transportation, or space provision. Student Group Travel may include transportation, lodging, activities, events, meals, tours, conferences, meetings, etc. Student Group Travel must be conducted in full compliance with *University Business Travel ISUPP 2000*.
- B. Group Leader (GL). The GL is an ISU faculty or staff member selected by student organizations as a travel advisor. Student organizations sponsoring

extracurricular activities not directly related to an academic department selects GLs from members of the ISU faculty and staff. The role and responsibilities of the GLs are located at [https://www.isu.edu/media/libraries/student-organizations/Steps\\_2007.pdf](https://www.isu.edu/media/libraries/student-organizations/Steps_2007.pdf).

- C. *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*- The *Clery Act* requires all institutions of higher education that receive Title IV funding (federal financial aid) to disclose certain crime statistics on an annual and daily basis; and maintain specific policies, procedures, and crime awareness programs to prevent and mitigate criminal activity. Institutions of higher education must report all crimes that may have occurred during institution sponsored student travel.

## V. PROCEDURES TO IMPLEMENT

### A. Travel Card

1. If the GL does not wish to use his/her personal credit card for Student Group Travel expenses, a University travel card may be requested. This request should be filed with the Travel Office at least four (4) weeks before the trip. The travel card may be used for lodging, airfare, registration, meals, transportation, tours, events, tournament fees, and entry fees.
2. If the GL chooses to put group meals on the travel card, the amounts must conform to the federal per diem for the city they are traveling in. If the GL provides meal money to the students, the amounts provided cannot exceed the appropriate state defined per diem for meals. When meal money is provided, the GL must complete a "Meal Money Sign-Off Sheet" signed by each traveler, indicating the amount received for meals (<http://www.isu.edu/finserv/teform.shtml>).
3. Reimbursement will be based upon the lesser of per diem, receipt amounts, or the Meal Money Sign-off Sheet. Meal reimbursement must conform to the requirements of the *University Business Travel ISUPP 2000*.

### B. Travel Pre-Approval and Advance for Student Group Travel and Field Trips

1. Travel advances are allowed for expenses not eligible to be paid with the travel card. A student group may request a travel advance by having the GL submit a Travel Pre-Approval (PA) through the travel system. All Student Group Travel costs must be estimated on the authorization, whether it is expected they will be paid with a travel card or by a third party. A travel advance may be issued to the GL for 100% of meals and other expenses not eligible to be paid with the travel card or by a third party. If the GL uses his/her personal card, he/she is eligible to receive an advance for 100% of approved travel costs.

2. No later than the day of the trip, a travel manifest for Student Group Travel must be emailed to [travel@isu.edu](mailto:travel@isu.edu) or faxed to 208-282-4725.

#### C. Travel Reimbursement

All Student Group Travel expenses must be reimbursed and reconciled through the ISU travel system. The GL is responsible for obtaining proper receipts, providing a list of participants and making sure all information is entered into the travel system. All receipts, Meal Money Sign-Off Sheets, and the travel manifest must be electronically attached to the travel reimbursement.

#### D. Use of University Vehicles for Student Group Travel

1. Prior to using a University vehicle, group travelers should review *Transportation Services Vehicle Use ISUPP 2310* located at <https://www.isu.edu/policy/facilities-and-operations/>.
2. Drivers of University vehicles must hold a valid U.S. driver's license and must submit a *Motor Vehicle Background Check Application and Release* and *ISU Acceptable Vehicle Use Agreement* located at <https://www.isu.edu/ogc/risk-management/>.
3. When Student Group Travel includes non-enrolled students under eighteen (18) years old, the GL shall refer to the *Minors on Campus Policy ISUPP 10510* and complete its *Event and Acknowledgement and Certification Form* located at <https://www.isu.edu/policy/governancelegal/>. Chaperones for students under eighteen (18) must have a background check completed if one has not been completed within three (3) years.

#### E. Student Group Travel with no Cost to University

Student Group Travel not involving University transportation or cost to the department may be scheduled by the department chair at his/her discretion. When a department recognized a trip as educationally beneficial for a group of students, travel arrangements should be made according to the following procedures:

1. Request for Approval- A list of all students participating in the trip must be completed and submitted for approval by the responsible faculty/staff member to his/her department. This list must be kept in the department in case of an emergency.
2. Use of Private Vehicles- If private vehicles are used on the trip, the responsible faculty member will determine that each driver has a current driver's license and the vehicle is insured with the minimum automobile liability insurance required by the Idaho Code § 49-1229, which is

\$25,000/\$50,000/\$15,000. It is suggested that a copy of the vehicle owner's driver's license and liability insurance card be kept on file by the department.

F. Athletic Team Travel

1. The Athletic Department must designate one coach from each team to be responsible for the travel expenditures for the team. An individual travel card will be issued in the designated coach's name to be used to pay for hotels, meals, and miscellaneous expenses related to team travel.
2. The coach must complete a Pre-Approval (PA) estimating the expenses of the trip.
3. At the completion of the team travel, a travel reimbursement must be completed and all travel card transactions reconciled in the travel system with all receipts, meal money sign off forms, and travel manifest attached.
4. Advances are available for costs that cannot be charged to the travel card and for meal money. Advance requests must be submitted to Accounts Payable at least one (1) week before the advance is needed.
5. If meal money is provided to student athletes, a Meal Money Sign-off Sheet must be signed by each athlete. This form, along with the travel manifest for Student Group Travel, must be attached to the team travel reimbursement request.
6. For team or group trips, there may be times an employee's spouse accompanies the team/group at his/her expense when air tickets are directly billed to the department. Spousal travel must be approved by the coach/advisor prior to making travel arrangements. The employee may reserve the flight for his/her spouse with the travel agent at the same time as the team/group, but must provide his/her personal credit card to cover the cost of the ticket. If travel is by chartered bus, the employee or spouse must pay the prorated cost of the spouse's transportation. The employee must include his/her spouse on the travel manifest for Student Group Travel.
7. International Travel – All faculty, staff, and students who are going to travel abroad must review the information at <https://www.isu.edu/research/research-support/research-outreach-and-compliance/export-control/foreign-travel-review-process/> and complete the travel form as indicated, before the travel authorization is submitted. Contact the Office for Research Outreach and Compliance at 208-282-2618 with questions.

**PRESIDENTIAL CERTIFICATION**

\_\_\_\_\_

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

Approved by Kevin Satterlee  
President, Idaho State University

**Idaho State University**  
**Clery Act Student Travel**

*This form is to be completed AFTER THE TRIP for any University-related overnight travel that includes students such as athletics, academics, clubs/organizations, etc.*

**Travel Contact:** \_\_\_\_\_  
Name Title  
\_\_\_\_\_  
Department Phone Email

**This trip for an individual student or a group of students:**

Individual student

Group name: \_\_\_\_\_

Group Leader: \_\_\_\_\_

*\*\*I understand that I am a Campus Security Authority (CSA) for this trip and must report to Public Safety in a timely manner, any crimes brought to my attention.\*\**

**Travel Dates:** Check-in date \_\_\_\_\_ Check-out date \_\_\_\_\_

**Lodging Facility Information:**

*Note: If student(s) stay(s) at more than one lodging facility, please complete a separate form for EACH facility.*

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Specific floor(s), room number(s), or unit number(s) occupied \_\_\_\_\_  
\_\_\_\_\_

**Space rented besides lodging (i.e. classrooms, parking spaces, practice facilities, etc.)**

*Note: If student(s) use(s) more than one facility besides lodging, please complete a separate form for EACH facility.*

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Specific floor(s), room number(s), or unit number(s) occupied \_\_\_\_\_  
\_\_\_\_\_

**This trip is:**

a one-time trip                      repeated each semester/year                      other \_\_\_\_\_

**If trip is repeated, student(s):**

always stays at the exact same lodging facility                      uses various lodging facilities with each trip

**Person submitting form:** \_\_\_\_\_  
Name Signature Date

Submit this completed form to: [clery@isu.edu](mailto:clery@isu.edu)  
For questions, contact the Clery Compliance Coordinator at (208) 282-2515