

Arkansas State University - Jonesboro

Effective Date: 07/01/91

Number: 05-27

Section: Finance and Administration

Subject: Travel: Student Field Trips

REGULATIONS

Sponsored Student Travel

1. The authorized faculty or staff member, known as the sponsor, must obtain prior approval from the department chair or administrator.
2. The sponsor must receive prior approval for driving by completing the Vehicle Safety forms (VSP1 and VSP2). A copy of the driver's license must be attached to the forms and sent to Sandra Sherman in the Environmental Health & Safety Building, Rm 113B.
3. The sponsor will submit an Authorization Report (TA) in the Travel and Expense Management (TEM) module for the trip.
4. The sponsor must attach a scanned copy of the Student Field Trip Release form.

Individual Student Travel

1. The student must obtain prior approval from the department sponsor.
2. The department contact must submit the Travel and Expense Management (TEM) Security form for the student on the Office of Compliance and Process Improvement web site to gain access to the training videos.
3. The student can access the instructions on the Travel Services web site to view the Training Videos and Certification for Travel & Expense Management. The student must view and certify the appropriate videos.
4. Once the student certifies, the security will be granted.
5. The student must also obtain prior approval for driving by completing the Vehicle Safety forms (VSP1 and VSP2). The VSP forms must be approved by the department sponsor and the appropriate Vice Chancellor. A copy of the driver's license must be attached to the forms and sent to Sandra Sherman in the Environmental Health & Safety Building, Rm 113B.
6. The student will submit an Authorization Report (TA) in the TEM.

Revised on 07/01/14.