

Arkansas State University - Jonesboro

Effective Date: 07/01/91

Number: 05-27

Section: Finance and Administration

Subject: Travel: Student Field Trips

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 will submit a Request in Concur for the trip.
3. The sponsor must attach a scanned copy of the Student Travel Participation Release form.

Individual Student Travel

1. The student must obtain prior approval from the sponsor.
2. The department must e-mail cpi-security@astate.edu requesting the student be added to Concur travel software.
3. If a student will be driving a University vehicle, or a rental vehicle he/she must also obtain prior approval for driving by completing the Vehicle Safety forms (VSP1 and VSP2). The VSP forms must be approved by the sponsor and the appropriate senior administrator. A copy of the driver's license must be attached to the forms and sent to Risk Management.
4. The student or his/her delegate will submit a Request in Concur.
5. The student or delegate must attach a scanned copy of the Student Travel Participation Release form.

Revised on 09/06/2019.