

 <b>POLICY &amp; PROCEDURES MANUAL</b> <b>WAYLAND BAPTIST UNIVERSITY</b>	<b>Classification Number: 8.3.5</b> <b>Revised: August 14, 2017</b>
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**SUBJECT: TRAVEL FOR UNIVERSITY STUDENT GROUPS**

Student groups who are supported by university funding and/or travel in university vehicles are considered university representatives. These groups must be accompanied by an approved sponsor and must obtain university permission to travel. Sponsors must be either members of the university faculty or professional staff.

Non-academic student groups who travel without university funding and who are not transported in university vehicles are not considered university representatives and are not required to file a travel request.

All groups planning international travel should consult and comply with the requirements listed in Wayland's [International Trips Guidelines and Orientation Manual](#).

**Plainview Campus** – An [Application for Approval of Off-campus Trips and Activities form, \(attachment A\)](#) must be submitted by the trip sponsor to the Office of Executive Director of Student Services at least three days prior to the group's departure date. The travel request for all academic activities will be reviewed by the vice president of academic affairs. The travel request for any other activity will be reviewed by the vice president of enrollment management.

Each travel request will be acted upon by the executive director of student services and forwarded to the Office of the Vice President of Enrollment Management or Office of the Vice President of Academic Affairs for review and action. Upon action by one of these offices, the request will be returned to the Office of Executive Director of Student Services. One copy of the request will be maintained by the Office of Executive Director of Student Services, one copy will be forwarded to the executive director of property management and one copy will be forwarded to the trip sponsor.

Travel by a student worker within the Plainview city limits at the direction of his/her supervisor is considered a function of the daily operation of the university and does not require a travel request.

**External Campuses** - The executive director/campus dean of each external campus will establish procedures for approving and monitoring travel for student groups from that campus when those groups serve as representatives for the university. For field trips and other off-campus academic trips and activities, the instructor will submit an [Application for Approval of Off-campus Trips and Activities form, \(attachment A\)](#). The campus executive director/campus dean will review the request and forward the request along with the executive director/campus dean's recommendation relative to approval of the request to the Office of the Vice President of Academic Affairs for final approval.

Contact for Interpretation:

Vice President of Enrollment Management or Vice President of Academic Affairs

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This policy statement superseded all previous policy statements on this subject.

Revisions:

- 08/14/2017 – Revision-title changes
- 03/10/2014 - Revision-added third paragraph and International Trips Guidelines and Orientation Manual attachment
- 03/06/2009 - Revision-editorial change
- 05/01/2007 - Revision-divided into Plainview and external campuses
- 05/01/2007 - Review
- 02/22/2007 - Revision-layout change
- 08/15/2004 - Revision-editorial change
- 08/01/2004 - Reissue as 8.3.5
- 08/01/2004 - Revision-title change
- 06/14/1995 - Revision-layout change
- 05/25/1993 - Inception as policy 8.2.3.1