

## *Non-Same Day Travel*

### COLLEGE OF LIFE SCIENCES BYU Sponsored Undergraduate Student Travel - Checklist

This checklist is to be used for student travel, which will not be completed in the same calendar day (returning to BYU on a different day from departure). When students will be traveling on behalf of the University, the following procedures apply. For additional clarification, consult the University Travel Management Services web page, located at [www.byu.edu/travel/travel\\_policy/student\\_policy](http://www.byu.edu/travel/travel_policy/student_policy).

Any authorizations for exceptions to the travel guidelines must be in writing, explaining the reason for the exception, and signed as approved by the applicable Dean/Director AND the Managing Director of Risk Management and Safety. In addition, any travel, which may involve an unusually high level of risk should be reviewed in advance by the Managing Director of Risk Management and Safety.

#### 1) WILL THE STUDENT BE TRAVELING INTERNATIONALLY?

- No.** Then move to 2
- Yes.** Then complete the following:
  - Notify the International Study Program (ISP) office** – The ISP clears all University-related student foreign travel. They identify safety & security issues, cultural concerns, University collaboration efforts, and funding possibilities. Contact ISP Registrar at 422-1490 at least 60 days prior to departure. The student should identify him/herself as a Bio Ag student calling to get clearance for international travel. To document this visit, make a note on the lower left corner of the travel application.
  - Experience Portfolio** – A project portfolio is to be completed by the student and approved by the faculty mentor. This is to be submitted to the appropriate Internship Office for approval at-least 30 days prior to departure. The student and mentor complete a report and evaluation upon return to BYU.

#### 2) IS THE STUDENT TRAVEL REQUIRED AS PART OF A CREDIT BEARING COURSE?

- Yes.** Then move to 3
- No.** Then complete the following:
  - ASSUMPTION of RISK and LIMITED RELEASE AGREEMENT** – Each student is to complete and sign this form at-least 2 weeks prior to the departure date. This form is to be attached to the Approved Travel Application and retained at the Department level.
  - A trip roster of all participants**, including full-time faculty or personnel. Telephone numbers or other contact information where participants could be reached in case of an emergency. This form is to be attached to the Approved Travel Application and retained at the Department level.

#### 3) WILL TRAVEL REQUIRE THAT THE STUDENT MISS UNIVERSITY CLASS?

- No.** Then move to 4
- Yes.** Then complete the following:
  - REQUEST FOR EXCUSED ABSENCE FORM** – Each student who will be missing classes is to complete this form at least 2 weeks prior to the departure. This form is to be retained at the Department level.

#### 4) IS TRAVEL TO BE ACCOMPLISHED USING PRIVATE TRANSPORTATION?

- No.** Then move to 5
- Yes.** Private transportation is strongly discouraged
  - Proof of current drivers license and insurance (min 100/300/50) must be supplied and kept on file.**

#### 5) TRAVEL APPLICATION – A University travel application is to be completed and filed in the appropriate Department prior to the scheduled departure. This form requires approval at the department and college levels.