

## *Same Day Travel*

### **COLLEGE OF LIFE SCIENCES BYU Sponsored Undergraduate Student Travel – Checklist**

This checklist is to be used for student travel, which will be completed in the same calendar day (returning to BYU on the same day as 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 TRAVEL REQUIRE THAT THE STUDENT MISS UNIVERSITY CLASS?**

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

**2) IS TRAVEL TO BE ACCOMPLISHED USING COMMERCIAL TRANSPORTATION?**

- No.** Then move to 3
- Yes.** Then:
  - A University travel application is to be completed through the appropriate Department office

**3) IS TRAVEL TO BE ACCOMPLISHED USING PRIVATE TRANSPORTATION?**

- No.** Then move to 4
- Yes.** Private transportation is strongly discouraged
  - Proof of current drivers license and insurance (min 100/300/50) must be supplied and kept on file

**4) IS TOTAL TRAVEL TO BE MORE THAN 300 MILES?**

- No.** Faculty or staff mentors are strongly encouraged to accompany students
- Yes.** Students **must** be accompanied by a full-time staff or faculty member

**5) CREATE TRAVEL MEMO:**

- Includes dates of travel, purpose of travel, and roster of students traveling
- Signed by department Chair and Dean (or designee)
- Copies filed in department and risk management (Glenn Johns, 207 TOMH)