

**UNIVERSITY of HOUSTON**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Procurement**  
**AREA: Travel**

**Number: 04.02.04**

<b>SUBJECT: Student Travel</b>
--------------------------------

**I. PURPOSE AND SCOPE**

Travel by students on official university business is restricted by state of Texas and federal regulations and by standards of good business practice. This policy applies to travel by one or more students presently enrolled at the University of Houston, and where such travel meets the following criteria: travel that is in excess of 25 miles to a university organized and sponsored activity or event where such activity or event is either a) funded by the university, and the travel is undertaken using a vehicle owned or leased by the university or b) is required by a student organization registered at the university. In addition, this policy outlines the requirements for travel by authorized students and university athletic teams traveling in the name of the University of Houston, as well as students traveling abroad on a university-sponsored trip.

**II. POLICY STATEMENT**

Students representing the University of Houston may travel on university funds if the trip is for official university business and if applicable university guidelines are followed. Student travel may not be paid from state-appropriated funds. All travel must be reasonable and necessary for carrying out the programs and activities of the University of Houston within budget allocations approved by the responsible senior administrative official. Travel not meeting these criteria or undertaken contrary to these guidelines becomes the obligation of the individual(s) making the unauthorized commitment.

**III. DEFINITIONS**

- A. Organized and sponsored activity or event: An organized and sponsored activity or event is an activity or event that is a) initiated, planned and arranged by a member of the University of Houston faculty or staff, or by the members of a registered student organization and b) endorsed by the university either through providing financial support, or by sending student(s) to participate in it as official representative(s) of the university.
- B. Required by a student organization: An activity or event is required by a student organization when it is mandatory for a member of the student organization to attend or participate in the activity or event in order to maintain their membership status in the student organization.
- C. Authorized entertainment: Entertainment of students during out-of-town travel, such as attending a movie, play, concert, or similar event. Videos or in-room movies rented or purchased at a hotel or motel for individuals are not considered authorized entertainment. However, videos rented or purchased (including in-room movies) for groups of travelers to watch are permitted. Persons in positions of authority traveling with the students will determine which entertainment event or medium, if any, is appropriate. Admission to authorized entertainment events may also be paid for other persons traveling with the students, who are listed on the [Travel Roster](#).

- D. College or division administrator: That person designated as the chief business officer within the college, division, or the Athletics Department.
- E. Departmental trip coordinator: Functional title separate from the official position title designating that individual within the department sponsoring the student/team travel who is responsible for making travel arrangements, requesting any travel advances, disbursing any advance funds, and documenting and clearing any advances. This person may also participate in the travel. These actions of the departmental trip coordinator are subject to the prior approval of the college or division administrator.
- F. Study abroad: Travel by University of Houston individual students to destinations outside the United States on a university-sponsored trip to gain experience and learning in their field of study. Normally, study abroad travel lasts for several days or weeks and may be supported by a non-taxable stipend to cover or partially cover out-of-pocket travel expenses.
- G. Athletic Team: A team of student athletes under the supervision of and coached by the university's Athletic Department.

#### IV. GENERAL STUDENT TRAVEL PROVISIONS

- A. Organized and sponsored student travel may require the use of various modes of transportation. Each form of transportation requires students to follow common and mode-specific safety precautions. In addition to applicable international, federal and/or state laws and using sound judgment while traveling, students must follow the safety provisions applicable to the specific mode of travel involved and travel conditions.
- B. When using vehicles owned or leased by the University of Houston or their employees for student travel, such travel must be in compliance with [SAM 01.C.13 - Business Use of Vehicles](#). This SAM articulates the System policy for the use of vehicles owned, leased or rented by component universities by establishing standards for granting driving privileges, insurance coverage and reporting requirements when there are accidents or losses.
- C. Students traveling by commercial transportation, whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier.
- D. University employees occasionally use personal vehicles while transporting students to or from events organized and sponsored by the university. Because personal automobile insurance will be looked to first in the event of an accident, all persons who use their vehicles while conducting university business should be aware of the possibility of personal liability related to such use.

University employees may be reimbursed for mileage at the official state rate when a personal vehicle is used for university business in accordance with [SAM 01.C.13](#).

No employee shall be required to use his or her vehicle for transporting students to or from activities or events organized and sponsored by the university.

- E. Students driving privately owned vehicles for student travel organized and sponsored by the university within the US must be at least 18 years of age, have a valid Texas or other state driver license, obey all traffic laws and regulations, possess personal automobile insurance coverage, and their vehicles must have a current state inspection and registration. Students driving privately owned vehicles for student travel organized and sponsored by the university outside of the US must be at least 18 years of age, obey all

traffic laws and regulations, and have all appropriate licenses, certificates and insurance as required by the country in which travel occurs.

- F. It is the responsibility of all individuals taking part in travel that is organized and sponsored by the university to behave in a manner that in no way detracts from the surrounding environmental safety, to act to avoid and prevent safety hazards associated with their travel, and to act in such a manner as to comply with all university standards, policies, and procedures insofar as they may be considered applicable to the circumstances.
  - G. It shall be the responsibility of university staff, employees, and others judged to be in positions of authority under the circumstances of the travel to inform individuals when their behavior or actions jeopardize their personal safety or that of other travelers. Such persons in positions of authority will be held accountable for their actions or inactions with respect to questionable activities of any members.
  - H. Travel Cards may be used, if appropriate, to directly bill university-related travel expenses in accordance with MAPP [04.02.05 - Travel Card](#).
  - I. Travel advances may be obtained to cover out-of-pocket expense (see Section V).
  - J. All travel funded by the university requires a travel request, in accordance with MAPP [04.02.01B](#), which must be completed in the name of the departmental group travel coordinator. A [Travel Roster](#) must be attached to the travel request.
  - K. Unless otherwise noted, documentation requirements for a travel voucher are the same as those stated in MAPP [04.02.01B](#).
  - L. In no case may a university employee use the name of the University of Houston to make travel arrangements unless the travel is for official university business.
  - M. Questions regarding travel funded by the university should be referred to Accounts Payable.
- V. TRAVEL ADVANCES FOR GROUP STUDENT TRAVEL
- A. Travel advances may be issued for group student travel or for employee foreign travel with local funds, in accordance with MAPP [04.02.01B - Travel Paid from Local Funds](#).
  - B. In order to obtain a travel advance for group student travel, the department must complete the [Request for Travel Advance Form for Group Student Travel](#). The [Request for Travel Advance Form for Group Student Travel](#), [Travel Request](#), and [Travel Roster](#) must be attached to the voucher requesting a travel advance.
  - C. Whenever possible, the trip coordinator should use travel advance funds to pay travel expenses directly, rather than disbursing funds to individuals.
  - D. The trip coordinator may distribute an equal amount of cash to travelers for their meals, if travelers eat at different restaurants. Each person who receives cash from the trip coordinator must sign the [Travel Advance Disbursement Form](#) or other form that includes the same information acknowledging receipt of funds. If funds are distributed more than once, a separate [Travel Advance Disbursement Form](#) must be completed for each disbursement with the date, time, and amount of disbursement noted on the form.

- E. The trip coordinator is responsible for management and safekeeping of the cash and for returning any balance to the responsible departmental, college, or divisional business manager within five business days of return from the trip. The business manager will ensure that the balance is deposited to the appropriate university cost center and account in accordance with university cash handling guidelines (MAPP [05.01.01](#)).
- F. The trip coordinator is responsible for obtaining itemized receipts for all expenses paid by the trip coordinator from the cash advance. It is not necessary to collect receipts when cash advance funds are distributed to students for meal expenses. However, receipts are required for meals paid by the trip coordinator and all other expenses for which receipts are routinely provided.
- G. Additional requirements and procedures for requesting and clearing travel advances per MAPP [04.02.01B - Travel Paid from Local Funds](#) must be followed.

#### VI. STUDY ABROAD TRAVEL

- A. Study abroad travel is often supported by a non-taxable university stipend, which is charged to account 55112, Study Abroad Programs. These stipends may be paid no more than 30 days in advance of the trip. Non-students are not eligible to receive study abroad stipends.
- B. Study abroad travel is considered group student travel. Therefore, the trip coordinator must complete a [Travel Roster](#) for the students and a Travel Request for himself/herself and any other employees traveling with the students.

#### VII. SAFETY

##### A. General

- 1. Drivers and occupants engaged in student travel must act responsibly and use sound judgment when traveling.

Qualified drivers must:

- a. Be at least 18 years of age;
- b. Have a valid driver license;
- c. Obey all traffic laws and regulations, including posted speed limits;
- d. Not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons; and
- e. Ensure that the vehicle in which the group or individual is traveling has appropriate insurance, as well as a current state inspection and registration.

Drivers and occupants must:

- a. Wear seat belts at all times; the number of occupants in the vehicle must not exceed the number of seat belts;

- b. Ensure the vehicle manufacturer's recommended load capacity is not exceeded; and
    - c. Avoid horseplay, racing or other distractive or aggressive behavior.
  2. Drivers engaged in student travel are encouraged to follow safe driving and traveling practices, including the following:
    - a. Begin the trip well rested;
    - b. Notify a designated contact person upon departure and arrival;
    - c. Avoid driving when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions). Be prepared to stop the trip and check into a motel when fatigue or travel conditions warrant;
    - d. Plan routes in advance, and carpool and caravan when possible;
    - e. Divide the trips into segments, stopping for rest as necessary;
    - f. Carry at least one cellular telephone or two-way communication device in each vehicle for emergency purposes;
    - g. Establish a reasonable departure and arrival time to and from the activity or event;
    - h. Avoid driving between midnight and six a.m.;
    - i. Have at least one other qualified driver in the vehicle. It is recommended that drivers rotate every two hours. A passenger or second driver should ride in the front passenger seat and remain awake at all times to help the driver maintain alertness;
    - j. Carry a flashlight and approved fire extinguisher; and
    - k. Prior to driving, avoid taking medication that may impede one's ability to operate a motor vehicle.
  3. Administrative Responsibilities
    - a. The applicable division's vice president (or Athletic Director) shall be responsible for overall administration of this policy and shall assign a member of their staff to be responsible for compliance, oversight and necessary record keeping.
    - b. The applicable division's vice president (or Athletic Director) shall have the responsibility to verify that the type of vehicle recommended for use in student and athletic team travel is in compliance with this policy. Coaches are responsible for developing their season travel plans, to include recommended vehicle types, and gaining written approval from the appropriate senior associate athletic director in advance of the season or subsequent schedule change. Athletic coaches or applicable administrator will consider the type of travel necessary to comply with the institutional policy relating to issues such as missed classes. Post-

season athletic travel shall be handled according to NCAA guidelines and approved by the Athletic Director or designee.

- c. When aircraft are used under this policy, the captain (pilot in command) shall make the final decision whether to fly. However, in no case will the pilot fly if weather conditions do not meet the standards of the pilot's certification. The senior administrator that is present may always overrule the pilot if the senior administrator concludes that it is inappropriate to fly.
- d. Any administrator, coach or athletic staff member knowingly violating this policy will be suspended with or without pay until the division's vice president (or Athletic Director) or designee investigates the violation. Violations may result in disciplinary action, possibly including termination.

#### 4. Types of Vehicles Used and Requirements for Operation

##### a. General Requirements

Coaches, assistant coaches, faculty or staff members and students employed by the university may drive vehicles used for student travel if the specific requirements for the vehicle are met. When using vehicles owned or leased by the university or their employees for student or athletic team travel, such travel must be in compliance with [SAM 01.C.13](#). Student athletes may not drive other athletes as a part of team travel. Student drivers not paid by the university must be approved by the appropriate vice president. Seat belts must be worn by all vehicle occupants.

##### b. Approved Vehicle Types

The following types of vehicles shall be approved for group travel under the conditions noted:

- i. Automobiles/Minivans (Specific Requirements)  
Drivers must be qualified (see Section VII.A.1).
- ii. Twelve and Fifteen Passenger Vans (Specific Requirements)
  - Drivers must be qualified (see Section VII.A.1).
  - For safety reasons, drivers must have completed the "High Profile Vehicle Safety" training course offered by Risk Management.
  - Only vans with a 155-inch wheelbase equipped with "E" rated radial tires, or equivalent, properly inflated will be allowed to transport teams greater than 100 miles from a point of departure. In cases when it is necessary to lease vans from a commercial vendor or when vans are provided as a courtesy, team travel is authorized even if the van does not meet the 155 inch/"E" criteria, but travel will be limited to 100 miles one way.

- Twelve passenger vans shall be loaded with no more than eight passengers and equipment. Fifteen passenger vans shall be loaded with no more than ten passengers and equipment. The manufacturer's recommended weight limits must not be exceeded.
- iii. Buses (Specific Requirements)
- Buses may be used to transport to away venues, transport to hotels from airports, and transport from hotels to playing venues.
  - Approved buses for team transport are motor coach common carriers or institution leased, owned or operated over-the-road bus transports.
  - Drivers of buses must have a valid and approved CDL.
  - Drivers must submit to a health check as required by the license or, upon hiring, must pass a medical exam and pass an annual exam thereafter.
- iv. Mini-buses (defined as 20-30 passenger transports) (Specific Requirements)
- Acceptable mini-buses shall be institution or commercially owned.
  - Driver must have a valid and approved CDL to operate a mini-bus for purposes of this policy.
  - Drivers must submit to a health check as required by the license or, upon hiring, must pass a medical exam and pass an annual exam thereafter.
- v. Air Transportation (Specific Requirements)
- Commercial air carriers, charter, time-share and other aircraft may be used for the purposes stated and are subject to the provisions below:
- Commercial Airlines
- Commercial airlines are an acceptable means of travel for athletic teams. Tickets must be procured under the travel guidelines established by the state of Texas.
- General Requirements for Charter Aircraft
- Insurance:**
- Aircraft owners/operators shall furnish proof of insurance in advance. Liability insurance should be at least \$25 million for light turboprop aircraft,

\$50 million for light jet aircraft, and a minimum of \$3 million per seat for commercial airlines.

- The university shall be endorsed as an Additional Insured on the insurance policy. Given the volatility in the insurance market, it may not always be possible to achieve these minimum coverages in the marketplace. If it becomes necessary to establish limits in keeping with current industry standards, it shall be the responsibility of the Director of Risk Management to approve the limits.

**Pilots:**

Two pilots will be required for all university travel involving student athletes. Pilots for small aircraft (minimum gross weight of 12,555 lbs. or less), whether charter, time-share or other shall have, as a minimum:

- Captain
  - Airline Transport Pilot (ATP) rating with current first class medical.
  - Type rating in aircraft to be used for team travel.
  - Training in the aircraft type to be used at Flight Safety International, Simuflite Training International, or equivalent aircraft manufacturer's training within the past 12 months.
  - Be employed as a full-time pilot.
  - 2000 hours total flying time.
  - 200 hours total flying time in the aircraft to be used.
  - 20 hours flying time in the past 90 days in the aircraft type to be used.
  - Three instrument approaches and three night landings in the previous 90 days.
- Copilot
  - Commercial Pilot Certificate with current second class medical with multi-engine and instrument ratings.
  - Training in the aircraft type to be used at Flight Safety International, Simuflite



Training International, or equivalent aircraft manufacturer's training within the past 12 months.

- 1500 hours total flying time.
- 100 hours total flying time in the aircraft to be used.
- 10 hours flying time in the past 90 days in the aircraft type to be used.
- Three instrument approaches and three night landings in the previous 90 days.

#### **Maintenance**

- Inspection and maintenance must be performed by an appropriately rated FAA certified repair station, the manufacturer or a manufacturer authorized service center (no Aircraft and Powerplant Mechanic signoffs).
- Maintenance personnel (or at least the person signing the log books) must be appropriately rated and trained to maintain the aircraft type to be used by either Flight Safety International or Simuflite Training International within the previous five years.
- Charter aircraft used according to this policy must be maintained under the appropriate FAA operations specifications.

#### **Operation**

- On all light turboprop and light jet aircraft, weight and balance computations using average passenger weights are prohibited. A weight and balance form must be completed for each flight using actual weight figures for passengers (no quick weight and balance using normal passenger weights).
- No over-weight or out of center of gravity operation shall be allowed.
- No aircraft may depart into forecast hazardous weather conditions, such as severe icing, thunderstorms or severe turbulence or wind shear.
- No circling instrument approaches shall be authorized with ceilings less than 1,000 feet and at least three miles visibility.

- All flights shall be conducted on an instrument flight plan.
  - No passengers may enter the cockpit or distract pilots when the aircraft is below 10,000 feet on takeoff or landing operations.
  - Aircraft should be hangered whenever possible during inclement weather.
  - No aircraft used for team transportation may be piloted by a team member.
  - All flight operations must be conducted in accordance with all relevant FAA regulations or insurance requirements, whichever is stricter.
5. Charter Services (Specific requirements)
- a. All charter services procured shall be subject to the involvement of the University of Houston Purchasing Department.
  - b. Every charter company used must have and demonstrate evidence of a current air carrier certificate under FAA Part [135](#) or [121](#).
  - c. The University of Houston institutional aviation consultant shall assure the University of Houston Director of Athletics or designee that written verification has been received for all charter flights from the FAA Flight Standards District Office (FSDO) that an Air Carrier Operating Certificate has been filed and is being maintained in good standing.

## VIII. DOCUMENTATION

### A. Travel Notification for Organized and Sponsored Activities or Events

1. Travel funded by the institution and undertaken using a vehicle owned or leased by the institution.

Written notification for all student travel organized and sponsored by the University of Houston must be provided by submitting a [Travel Roster](#). The Travel Roster must include the traveler's name, student I.D. number, the name and phone number of an emergency contact person, date(s) of travel, mode of travel, destination, purpose of travel, and a notation indicating that the traveler has signed and submitted a university [Release and Indemnification Agreement](#) (for minors) or the [Release and Indemnification Agreement](#) (for adults). The completed Travel Roster must be signed by the dean or director of the university, college or department sponsoring the travel. One copy of the Travel Roster should be kept by the college/department sponsoring the travel and one copy of the Travel Roster should be received in UHDPS Dispatch prior to travel.

2. Travel Required by a Registered Student Organization

Written notification for all student travel required by a registered student organization must be provided by submitting a [Travel Roster](#). The Travel Roster must include the traveler's name, student ID number, the name and phone

number of an emergency contact person, date(s) of travel, mode of travel, destination, and purpose of travel. The completed Travel Roster must be signed by one of the three registered student organization authorized representatives and submitted to the Department of Campus Activities prior to travel.

B. Release and Indemnification Agreement

All students participating in travel that is organized and sponsored by the university must complete a university [Release and Indemnification Agreement](#) (for minors) or [Release and Indemnification Agreement](#) (for adults).

The university [Release and Indemnification Agreement](#) (for adults) and the [Release and Indemnification Agreement](#) (for minors) must be signed and maintained by the dean or director of the university, college, or department that is sponsoring the travel.

IX. REVIEW AND RESPONSIBILITY

Responsible Parties: Associate Vice President for Student ~~Development~~[Affairs and Dean of Students](#)

Associate Vice President for Finance

Review: Every three years on or before December 1

X. APPROVAL

~~Michael J. Lawrence~~

Vice President for Student Affairs ~~and Enrollment Services~~

~~Carl Carlucci~~

~~Executive-Interim~~ Vice President for Administration and Finance

~~Renu Khator~~

President

Date of President's Approval: ~~August 1, 2011~~

XI. REFERENCES

MAPP [04.02.01B - Travel Paid From Local Funds](#)

MAPP [04.02.05 - Travel Card](#)

MAPP [05.01.01 - Cash Handling](#)

## REVISION LOG

Revision Number	Approved Date	Description of Changes
1	05/13/1994	Initial version <u>(Originally a policy and a procedure)</u>
2	01/09/2001	Applied revised MAPP template. Changed title from "Travel by University Teams and Groups" to "Group and Study-Abroad Travel." Rewrote entire procedure to reflect current operating requirements. Added Addendums A, B, and C. Changed review responsibility from AVP for Plant Operations to AVP for Finance
3	02/17/2005	Applied revised MAPP template. Changed title from "Group and Study-Abroad Travel" to "Student Travel." Changed focus of procedure to emphasize "student" travel, as opposed to individuals and groups. Added two definitions and removed definition for University Teams or Groups. Added Section IV, General Student Travel Provisions. Added Section VII on Safety and Section VI on Documentation. Changed responsible parties to be VP for Administration and Finance and VP for Student Affairs. Added Vice President for Student Affairs to approval process. Revised Addendums A, B, and C to emphasize "Student" travel
4	08/01/2011	Applied revised MAPP template and added new Revision Log. The scope of MAPP 04.02.04 was adjusted to remove individuals not associated with the university but traveling on behalf of the university using university funds. Specific position title was removed from the definition of college/division administrator in Section III.D. Appropriate use of a non-taxable stipend was added to Section III.F. Section IV.H was updated to reference travel credit card rules to MAPP 04.02.05. Section V was updated to remove specific accounting information, replacing it with reference to the appropriate MAPP governing those procedures. The account code for study abroad travel was corrected in Section VI, and a statement was added defining study abroad travel as group student travel; therefore, the same procedures must be followed. Changed responsible parties to be AVP for Student Development and AVP for Finance. Changed review period from every three years on or before April 1 <sup>st</sup> to every three years on or before December 1 <sup>st</sup> . Removed Index terms and revised Section XI. Removed Addendums A, B, and C
<u>5</u>	<u>TBD</u>	