**Guidelines for Student Travel**

The processes for Student Travel have changed. Any student travel related to academics must follow this new process. (Class Field Trips, Research Trips, Students traveling with Faculty to Conferences, etc).

This new process replaces the Student Travel documents and paperwork previously used or in place.

Student Travel Website: <https://www.tarleton.edu/studenttravel/>

Forms can be downloaded from this link: <https://web.tarleton.edu/roadmap/travel/>

1. Trip Leader (Faculty) will complete the Travel Request Form
2. Faculty traveling with students completes form and signs
3. Route to Department Head for Signature and Approval
4. Route to Dean’s Office for Signature and Approval
5. These forms need to be submitted and approved 10 days prior to the trip date

<http://web.tarleton.edu/roadmap/wp-content/uploads/sites/35/2021/06/Travel-Approval-Form-fillable-3.30.2021FINAL.pdf>

1. Once the Travel Request is approved. The College Dean’s Office will send an email with direction of the next steps to complete. (approved travel request is not the final approval)
2. Next step is to register the trip:

<https://tarleton.tfaforms.net/217863>

1. Complete the List of Travelers Traveling Worksheet (attached to the approval email) and return the completed document to the COST Budget Specialist.
2. Complete the Travel Vehicle Occupancy List (attached to the approval email) and return the completed document to the COST Budget Specialist.
3. Each faculty and student will need to complete and submit the Traveler Profile and Waiver – this will need to be completed annually. This waiver is good for all trips and the students will be in the system for all student travel trips regardless of the Trip Leader. Faculty and Students will receive an email to validate the information. (This is an electronic version of the old waiver form)

<https://tarleton.tfaforms.net/218069>

1. After the Budget Specialist in the Dean’s office receives the approval, the List of Travelers Traveling Worksheet and the Travel Vehicle Occupancy List. The Budget Specialist will locate the trip in Sales Force and attach all the completed and approved documents and will add the travelers (Faculty and Students) to the registered trip and will submit for final approval from the Academic Approver.
2. If there are any changes to the trip, the Trip Leader must notify the Budget Specialist prior to the trip date.
3. Faculty led student trips may not take place until approval is received. Questions for the academic approver may be sent to academictravel@tarleton.edu.