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Dean Approved:	6/2019

Policy Title: Student Travel

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### Policy Overview

The Cizik School of Nursing supports the educational, research and service activities of its students by sponsoring and reimbursing certain travel activities expenditures. If a student is a member of a registered student organization and travel is required as a function of his or her role in that organization, the student must obtain prior written approval for the proposed travel by the Dean before the travel is undertaken.

Special rules outlined by The Handbook of Operating Procedures HOOP 13 assure that students who are asked or authorized to travel are aware of university rules on travel, how to seek and obtain approval for travel, how to be reimbursed for travel expenditures, and safety rules that apply to student travel. This information, as well as detailed procedures, can be obtained from the Travel Guide: <https://inside.uth.edu/finance/expense-reimbursement/travel-guide.htm>. This policy defines “travel” as participation in a university program or activity more than 25 miles away from the home campus that is organized and sponsored by the institution or participation in a university sanctioned event such as meetings of professional organizations with which the university is affiliated. An activity or event is considered to be organized and sponsored by the institution if it has been planned and funded by the institution and approved by a designed faculty member or school or university administrator.

### Procedure

When a student travels, the following steps need to be taken:

- The student must request Travel Authorization
  - a. A Travel Authorization Worksheet must be completed 2-3 weeks prior to the start of scheduled travel. The purpose and destination must be complete.
  - b. The Dean must approve this form.
  - c. After approval by the Dean, all paperwork should be submitted to the appropriate departmental support staff with supporting documentation (brochure, announcement, etc.).

Additional questions regarding travel procedures should be directed to the Associate Dean for Management.