



Policy for University Funded Student Group Travel

Background

The University of West Georgia follows BOR BPM section 4 and State of Georgia Travel Regulations with regards to travel expenses and supplements existing BOR policies with the following guidelines for student travel at the University of West Georgia. All students and student groups traveling off campus and representing the University of West Georgia are subject to these guidelines. These guidelines apply to all student group travel that (1) is off campus, (2) includes UWG students, (3) is organized or endorsed by a University unit, and (4) seeks partial or full reimbursement from funds administered by the University. This policy applies to domestic travel; all international travel should be coordinated through the Office of International Services and Programs.

Guidelines

Prior to student travel, the University faculty or staff member responsible for oversight of the trip must complete the *Travel Authorization for Students* form and obtain signatures of Approving Officials. The approving officials must include the employee's immediate supervisor. For trips whose budgets exceed \$2,500 or whose sources of funding include multiple funding partners, the trip also must be approved by next higher supervisor. For trips whose budgets exceed \$5,000, approval from the unit Vice President (VPAA or VPSA) and the Vice President for Business and Finance.

All faculty and staff members going on the trip must also complete travel authorizations and obtain approvals through the regular process. Failure to complete these forms and obtain required authorization will result in disapproval of travel request. The employee is responsible for gathering accurate information and documentation for all students as noted in *Student Travel Addendum* prior to the trip. Copies of the detailed itinerary, *Student Travel Addendum*, and signed Release Forms should be filed with the employee's immediate supervisor and University Police.

Prior to student travel, the University faculty or staff member responsible for oversight of the trip must present a balanced budget to his or her supervisor, with details on planned expenditures and sources and amounts of funding, with restrictions noted on certain types of funding. All documentation related to justification of the trip (papers, DVDs, description of competitive selection, etc.) should be submitted along with the budget for review by the supervisor. The trip (including the budget and justification) must be approved in writing by the immediate supervisor.

No more than 10 days after the end of the trip, the University faculty or staff member responsible for oversight of the trip must submit to the supervisor a detailed statement of actual expenses and revenues, along with all receipts and documentation. All documentation related to the trip (papers, DVDs, evidence of presentations, etc.) should be submitted along with the budget for review by the supervisor. Any variance from the balanced budget submitted earlier should be explained and justified. It is important to note that all justification

should be presented in a way that is evident to an independent reviewer or auditor several years from the end date of the trip. If there are components of the trip which are not justifiable as being part of the primary purpose of the trip (such as sightseeing, board and lodging for extra days, etc.), they must be paid for with personal funds.

Groups that have regular travel schedules may request a standing authorization with the approval of the employee's immediate supervisor and the Vice President of Business and Finance.

Procedures

- The overseeing employee completes *Travel Authorization for Students* form and received appropriate approval signatures.
- An itinerary, *Student Travel Addendum*, and signed Release Forms should be completed and copies filed with the employee's immediate supervisor and University Police.
- Appropriate procedures for reimbursement of expenses are documented in UWG Travel Expense Statement.

Applicable Forms

- Travel Authorization for Student Groups/Student
 - Student Group Travel Addendum
 - Student Group Travel Release Form
- http://www.westga.edu/assetsDept/travel/Student_Group_Travel_Forms.pdf

University Funded Student Group Travel

Is the travel:

Off campus
Includes UWG students
Organized/endorsed by UWG
Seeks funding from UWG source

Yes

Approval needed from:

Department chair or
immediate supervisor

Budget is over \$2,500 or
involves multiple funding
sources

Yes

1) Department chair
or immediate
supervisor and 2) Next
higher supervisor

Budget is over \$5,000

Yes

1) Department chair
or immediate
supervisor, 2) Next
higher supervisor, 3)
Unit VP, and 4) VPBF