

## UNIVERSITY RULE

### 13.04.99.M1 Student Travel

*Approved January 20, 2002*

*Revised September 20, 2006*

*Revised February 18, 2013*

*Revised May 25, 2018*

*Reviewed March 21, 2019*

*Revised October 6, 2024*

*Reviewed November 3, 2025*

*Next Scheduled Review: November 3, 2030*

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#### Rule and Reason Statement

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The purpose of this rule is to provide travel regulations that promote the health and welfare of Texas A&M University undergraduate, graduate, and professional students.

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#### Definitions

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**Student travel** is defined as travel that is undertaken by one or more students currently enrolled at the university to reach an activity or event organized or sponsored by the university or a recognized student organization that requires traveling more than 25 miles from the campus where the student is currently enrolled and that involves:

- Funding by the university or a recognized student organization and/or student's use of a vehicle owned or leased by the university; or
- International travel from the United States of America or from Doha, Qatar.

An **event or activity organized by the university** is one that is initiated, planned, and arranged by a university employee.

An **event or activity organized by a recognized student organization** is one that is planned as an official event/activity or any function of the organization that is open to its members or open to outside participation.

An **event or activity is considered university-sponsored if the university** funds the activity/event or sends students to officially represent the university. This includes:

- Course-related field trips, activities of sponsored student organizations, recreational sports trips, or meetings of academic organizations.

This rule does not apply to student travel to engage in student teaching, internships, clinical rotations, practicums, observations, or research, unless the research or observation is organized by a member of the faculty. However, in these cases, students are encouraged to follow the safety provisions set out in this rule and SAP [13.04.99.M1.01, Student Travel Procedures](#).

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## **Official Rule/ Responsibilities/ Process**

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### 1. RESPONSIBILITY

It is the responsibility of the entity (e.g., university department, student organization, academic program, etc.) that organizes or sponsors the student travel to have a monitoring process to ensure student travel procedures in this rule are followed. All international travel, regardless of the funding source or sponsor, must be processed through the Education Abroad Office (University SAP [21.01.03.M0.02, Foreign Travel](#)).

### 2. TRAVEL NOTIFICATION

To ensure the university has necessary information in the event of a critical incident, prior to departure, written notification of student travel must be provided to the following:

2.1 The university department, unit, or student organization advisor, and

2.2 The applicable University Student Travel Database.

#### 2.2.1 Texas A&M University

- If traveling domestically, travel notification must be completed utilizing the Travel Information Form provided by the Department of Student Activities (<https://student-travel.tamu.edu>) prior to travel.
  - All domestic student travel by members of a recognized student organization must be submitted to the Department of Student Activities using the Travel Information Form listed above and entered into the Student Activities database.
  - With the exception of travel by recognized student organizations, the university department or unit organizing or sponsoring the activity or event may elect to require notification to the department or unit only; such election must be approved in writing by the department or unit head. Regardless of the sources of the decision authority, notification of travel must be filed in advance of student travel.
- If traveling internationally, registration must be completed through the Education Abroad Office. In order to facilitate the required training, crisis management planning, and procurement of health insurance and emergency service coverage, the travel notification and registration should be completed no later than six weeks prior to departure, unless an exception is made by the Director of Education Abroad (<http://global.tamu.edu/ea>).

## 2.2.2 Jurisdiction

2.2.2.1 All Texas A&M University satellite locations, including, but not limited to, The Higher Education Center at McAllen, The Texas A&M School of Law, The Bush School of Government and Public Service, and Texas A&M Health, must abide by this rule.

2.2.2.2 Texas A&M University at Galveston (TAMUG) Student Travel.

- If traveling domestically, travel notification should be completed utilizing the Travel Information Form provided by the Department of Student Activities (<https://student-travel.tamu.edu>) prior to travel.
- All domestic student travel by members of a recognized student organization must be entered into the TAMUG Student Activities database as indicated above.
- With the exception of travel by recognized student organizations, the university department or unit organizing or sponsoring the activity or event may elect to require notification to the department or unit only; such election must be approved in writing by the department or unit head.
  - If traveling internationally, travel notification and registration must be completed through the Education Abroad Office. In order to facilitate the required training, crisis management planning, and procurement of health insurance and emergency service coverage, the travel notification and registration should be completed no later than six weeks prior to departure unless an exception is made by the Director of Education Abroad. (<http://global.tamu.edu/ea>).

2.2.2.3 Texas A&M University at Qatar Student Travel

- For international or domestic travel, students will be required to complete the International Student Travel Training, and document their travel online. For information, go to: <https://www.qatar.tamu.edu/students/student-affairs/student-resources>.

## 3 SAFETY

3.1 Student travel may require use of various modes of transportation. Each form of transportation requires students to follow common and mode-specific safety precautions. In addition to following applicable international, federal and/or state laws and using sound judgment when traveling, students must follow the provisions listed in SAP [13.04.99.M1.01, Student Travel Procedures](#), according to the specific mode of travel involved and travel conditions.

3.2 Operators must possess a valid operator's license that is appropriate for the classification of vehicle being driven.

- 3.3 Operators and all occupants must use seat belts or other available safety restraints while the vehicle is in motion.
- 3.4 Operators, occupants, and their cargo should not exceed the vehicle manufacturer's recommended capacity.
- 3.5 Operator ability and alertness are required when driving a vehicle. Operator must refrain from driving if fatigue, illness, or any other cause of impairment makes it unsafe to operate the vehicle. On lengthy trips, alternating operators should be used to avoid fatigue.
- 3.6 University-owned vehicles can only be driven by university employees who are operating the vehicle within the course and scope of their university responsibilities.

#### 4 STUDENTS TRAVELING INTERNATIONALLY

All international travel regulations, rules, and standard administrative procedures must be followed, most notably SAP [21.01.03.M0.02, Foreign Travel](#), which includes procedures on requesting approval to travel to an extreme risk country or region, as identified on the Texas A&M University Travel Advisory List.

#### 5 ADDITIONAL PROCEDURES

- 5.1 This rule is considered a minimum standard. Departments, units, and/or student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of student travel.
- 5.2 Records including but not limited to travel notifications, waiver and release forms, and training completions must be retained by the responsible entity in accordance with record retention requirements ([University SAP 61.99.01.M0.01, Records Management](#)).

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### Related Statutes, Policies, or Requirements

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[Texas Education Code, §51.950, Policy Regulating Student Travel](#)

[System Policy 13.04, Student Travel](#)

[University SAP 13.04.99.M1.01, Student Travel Procedures](#)

[University SAP 21.01.03.M0.02, Foreign Travel](#)

[University SAP 61.99.01.M0.01, Records Management](#)

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### Forms

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[Travel Information Form provided by the Department of Student Activities \(Texas A&M University College Station students\):](#) NetID login required.

[Domestic travel information, forms, and training \(Texas A&M at Qatar students\):](#)

[Assumption of Risk form](#)

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**Contact Office**

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[Student Activities](#)

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