

Student and Employee Travel

University Operations – Travel and Reimbursements

CWU Policy 205-01

Effective: February 16, 2020

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Contracts, Purchasing, and Surplus

Policy Statement:

Applicability:

Content:

Policy

(1) Regularized Approval Process for University-Endorsed or -Supported Student Travel

- A. In accordance with the office of financial management SAAM regulation 10.10.05, the university requires students who engage in university-endorsed or -supported travel-either domestic or international-to comply with state travel guidelines through a regularized process. Students whose travel occurs under the auspices of OISP shall continue to use that office's approval process.
- B. For domestic travel, students shall complete and submit a travel authorization form, prior to the initiation of travel, for approval by the appropriate budget authority, as a condition of receiving university endorsement or support.
- C. Students traveling under the auspices of student club funding are exempted from this policy unless university endorsement or support are sought for any part of the travel.

(2) Accompanied Student Travel

- A. Student travel should be accompanied by a university representative in the following circumstances:
 1. When undergraduates participate in university-sponsored trips to isolated domestic areas (such as field work in remote areas) or to international areas, such travel will be accompanied.

2. When graduate students participate in university-sponsored trips to isolated domestic areas (such as field work in remote areas), such travel will be accompanied or the faculty or staff member planning or overseeing the trip will develop a plan to ensure regular communication and tracking. Such plan will require approval by the dean or other relevant appointing authority.

(3) Maintaining Records of Travel

- A. For use in emergency situations and for insurance purposes, the university shall maintain records of all university- endorsed or -supported travel including the name of the traveler, the locations that will be visited, and the dates of travel. See [Travel Procedures & Policies](#)

History:

*Responsibility: CFO/BFA; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: UPAC 2/19/2020; 02/16/2020; Approved by: James L. Gaudino, President
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