

INSTRUCTIONS TO COMPLETE A STUDENT TRAVEL AUTHORIZATION REQUEST (T6)

Access to current and accurate information is an essential factor in the university's ability to respond effectively to a critical incident involving Cameron students. In an effort to ensure individuals responsible for providing assistance have the information needed and all travel is documented, travel coordinators are responsible for submitting a complete and timely student travel packet.

Note: All requests for athletics student travel must be submitted to the Director of the Department of Athletics. Please refer to the athletics student travel protocol when submitting athletics travel requests.

A complete student travel request packet, appropriately signed by the necessary individuals, **must** be submitted to the Office of the Dean of Students at studentservices@cameron.edu in conjunction with the following timelines:

- In-state student travel: due a minimum of 7 business days prior to travel departure.
- Out-of-state student travel: due a minimum of 10 business days prior to travel departure.
- International student travel: due a minimum of 15 business days prior to travel departure

All travel documents in the student travel packet must be **typed** and free from errors, white-out, and scratch-outs. Handwritten documents will be returned to the travel coordinator for correction. All necessary documents must be submitted together. Do not send fragmented documents.

Instructions:

1. Mark the department box if the students are traveling for a department. Enter the name of the department in the space provided. (Example: Admissions, Student Support Services, etc.)
2. Mark the Student Organization box if the students are traveling for a student organization. Enter the name of the student organization in the space provided. (Example: CUNA, Accounting Club, etc.). Note: the sponsor of the student organization should be responsible for submitting the travel request.
3. Mark the Other box if box #1 or box #2 does not apply. Enter the name of the group traveling and the relationship to Cameron University. (Choose only one box from #1, #2, or #3.)
4. Enter the first and last name of the person organizing the trip (aka Trip Coordinator).
5. Enter the title of the person organizing the trip (Example: Director, Administrative Assistant, Student Organization President, etc.).
6. Enter the department of the person organizing the trip. (Example: EMSS, Office of Graduate and Professional Studies, Upward Bound, etc.).
7. Enter the office telephone number of the person organizing the trip.
8. Enter the email address of the person organizing the trip.
9. Enter the purpose of the travel request. Please be specific. (Example: to familiarize students with the history of the American Cowboy as a cultural event.)
10. Enter the destination of travel. (Example: National Cowboy & Western Heritage Museum, Oklahoma City, OK.) If students are traveling to more than one destination during the scheduled trip, enter each destination or attach an itinerary to the back of the T6.
11. Enter the travel departure date. (Example: January 12, 2023)
12. Enter the travel return date. (Example: January 15, 2023)
13. Enter the total number of students participating in the trip.
14. Enter the total number of CU staff &/or non-students participating in the trip.

15. If the trip includes an overnight stay, enter the name, address and telephone number to the lodging establishment.
16. Enter the name of the lead CU employee traveler who will be accompanying students on the on the trip.
17. Enter a valid mobile phone number of the lead CU employee traveler entered in item #16.
18. If the trip includes airline travel, mark the box and enter the name of the airline. (example: American Airlines, Allegiant, Delta, etc.)
19. Enter the flight information. (Example: Departing OKC on Flight 5280 1/12/23 at 3:00pm. Returning from Orlando (MCO) on Flight 620 1/15/2023 at 7:00am.) Flights should be booked through Adventure Travel. An email should also be sent to the appropriate business office representative to inform them of the upcoming charges – be sure to provide an organization number to charge the airfare to the appropriate department.
20. If the trip includes usage of a vehicle, mark the box and enter what type of vehicle will be used. (Example: Mini-van, car, LPS bus, charter, etc.). Select the appropriate box to describe ownership of the vehicle. (CU-Owned, Personal Vehicle, Rental, Other)
21. Enter the name of the designated driver of the vehicle. This includes CU staff, appointed driver by Physical Facilities, or off-campus vendor. In the event of an off-campus vendor and the name of the individual is not known, add the name of the vendor the vehicle was rented from, telephone number and address of the vendor.
22. Enter the name of a CU staff member who will be the on-site (Cameron Campus) departmental contact in the event of an emergency, to be able to receive and relay information to the CU staff members who are actually on the trip. The staff member who is the emergency contact should be notified in advance of the trip and have a mobile phone available at all times if the trip is taking place on a weekend. Do not enter the trip host/chaperone as the emergency contact.
23. Enter the telephone number of the office of the emergency contact.
24. Enter the cell phone of the emergency contact.
25. Enter an email address of the emergency contact.
26. Enter the appropriate initials in this space to indicate you have submitted a copy of an appropriate roster of students (T7). A roster must contain the first and last name of each student, an emergency contact and telephone number(s) of the emergency contact. The roster must also contain the name of the trip and department name, destination, and date of the trip. Note: If there are changes to the participants on the original roster, an updated roster is required to be submitted to the Office of the Dean of Students prior to departure.
27. Enter the appropriate initials in this space to indicate you have obtained a completed and signed Voluntary Assumption of Risk and Informed Consent Form (T8) from each student participating on the trip. If a student has not submitted a T8, the student may not board any campus designated vehicle and will not be allowed to participate in any portion of the CU sponsored trip. These forms must be kept in the department with other appropriate travel documents for the trip. Do not send the T8 forms to the Office of the Dean of Students.
28. Enter the appropriate initials in this space to indicate you have submitted the necessary Student Travel Insurance form to the Office of Student Development prior to departure.
29. Enter the appropriate initials in this space if a CU staff member is the designated driver. If not applicable, mark this space as n/a. A valid driver's license must be submitted to Physical Facilities to be verified before a CU staff member will be approved to drive a CU-owned vehicle. It is strongly recommended that students are not transported in the personal vehicle of a CU staff member.

28. Enter the appropriate initials in this space if a student or students must be transported in a personal vehicle of a CU staff member, a copy of the staff member's current liability insurance information must be provided to Physical Facilities before departure. Mark this space if insurance information has been provided. If not applicable, mark this space as n/a.
29. Enter the appropriate initials in this space to indicate that copies of the required documentation for international travel have been obtained. A copy of the appropriate documentation (Passports, etc.) will remain with the department's travel records and one copy must be provided to the Office of Academic Affairs. If this item is not applicable, mark this space as n/a.
30. Enter the Trip Coordinator's signature in the space provided.
31. Enter the date of signature the document was completed.

The T6 should be routed for signature approval according to the appropriate chain of command before being submitting to the Office of the Dean of Students. Please remember that all student travel requests must be submitted to the Office of the Dean of Students according to the deadlines stated in the instructions above.

A copy of the approved (or denied) student travel packet will be emailed to the trip coordinator, the chair of the department, and the appropriate vice president's administrative assistant. Travel may not commence until the approval notification from the Office of the Dean of Students has been received by the travel coordinator.

If any part of the T6 changes (i.e., the date of travel, destination, travel coordinator/chaperone, or the number of students), an amended T6 form (page one (1) only) should be marked accordingly (not handwritten) and emailed to the Office of the Dean of Students before the designated deadline noted in the instructions above. The department chair and the appropriate vice president's administrative assistant must be copied on that email. Note: If the number of students has changed, you must also change the coinciding insurance document and resend (email) that with page one (1) of the T6 and an amended student roster (T7).

If the planned student travel has been canceled, please email the Office of the Dean of Students. Be sure to include the date the travel was to commence, the department sponsoring the travel, and the destination.

For General Student Travel Requirements, please see -> <https://www.cameron.edu/current-students/student-services/student-travel>

For more in-depth CU Student Travel Procedure details, please visit the following link:

<https://www.cameron.edu/current-students/student-services/student-travel>



EXAMPLE

T-6 REV 9/22

Please type your request. Hand-written documents will not be accepted.

Student Travel Authorization Request

☐ Department: 1

☐ Student Organization: 2

☐ Other: 3

Trip Coordinator/Trip Information

Name: 4 Title: 5

Trip Coordinator's Department: 6

Office Phone: 7 E-mail: 8

Purpose: 9

Destination: 10

Travel Dates: Departure: 11 Return: 12

Total # of Student Participants: 13 Total # of Non-Students Participants (including CU Staff/Faculty): 14

Lodging Arrangements (if applicable) Name, Address, and Phone: 15

Name of Lead CU Employee Traveler: 16 Mobile Phone Number: 17

Travel Arrangements

☐ Airline Travel: 18

Flight Information: 19

☐ Vehicle: 20

☐ CU-Owned ☐ Personal Vehicle ☐ Rental Van ☐ Other: _____

Name(s) of Drivers: 21

In an effort to protect the safety of the motor vehicle operator, passengers, and other motorists and comply with state law, all drivers whether state employees, volunteers, or students are not permitted to use electronic handheld devices, including cellular or mobile telephones, pagers, digital assistants, laptop computers, or any other electronic communication device while operating the motor vehicle. Students will not drive other students to and from University sponsored events in privately owned vehicles.

Emergency Contact

Name of CU employee serving as on-site emergency contact: 22

Office Phone: 23 Cell Phone: 24 E-mail: 25

Required Documents

The Trip Coordinator must initial applicable items below. Coordinator must acquire and keep on file all of the following documents as required by the University's Records Retention Policy:

- 26 Student Travel Roster (see T7 form) Note: Roster amendments must be submitted to the Student Services office before trip commences
- 27 Voluntary Assumption of Risk and Informed Consent forms for all participants (see T8 form)
- 28 Student Travel Insurance (see T9 form).
- 29 Verification of driver's licenses for all drivers (*if applicable*)
- 30 Verification of current liability insurance (*if using personal vehicles only*)
- 31 For international travel, copies of passport for all participants (*one copy with dept. and one copy with Office of Academic Affairs*)

Trip Coordinator Acknowledgment

My signature below verifies that I have read the Cameron University Student Travel Policy and affirm that this trip meets all requirements of this policy.

Trip Coordinator Signature: 32 Date: 33

Department Chair/Director Recommendation

Name: _____ Title: _____

Signature: _____ Date: _____

Academic Dean or Appropriate Vice-President Recommendation

Name: _____ Title: _____

Signature: _____ Date: _____

Note: All appropriate signatures above must be obtained before submitting to the Office of the Dean of Students. Properly executed electronic signatures are accepted.

Dean of Students

Name: Jerrett Phillips, PhD. Title: Vice President and Dean of Students, EMSS

Signature: _____ Date: _____



Travel Request Approved



Travel Request Denied

FOR STUDENT SERVICES USE ONLY:

Date Received: _____ Added to W Drive: _____

Signature: _____

Notes: _____