SUMMARY:

This section sets forth the Coastal Carolina University Policy for Student Travel for Academic Functions.

POLICY:

I. Supervision and funding

A. All undergraduate student travel to academic functions must be supervised by a full-time permanent faculty or staff member.

B. All student travel for academic functions must be approved in advance of any expenditure, such as registration, rentals, etc.

C. Funding amounts and sources must be approved by the Dean and Provost.

D. Funding and expenditures must abide by CCU Policy FINA-107, Expenditures.

E. Travel must abide by CCU transportation policies, including but not limited to, FINA-725, Operation of 15-passenger vans, and FINA-403, Transportation.

F. Travel regulations in CCU Policy FINA-103, Travel Authorizations and Reimbursement, must be followed to reimburse travel costs of employees, non-employees, candidates and students.

G. Expenses may be charged to 10-accounts, 14-accounts or 19-accounts as allowed by CCU Policy FINA-107.