GCOS Travel Authorization Process

Purpose
This document describes the process for faculty and staff to request travel within the GCOS. The GCOS business manager, Melanie McKeefery, will be the point of contact for the Gupta College of Science. Significant changes to faculty and student travel were implemented in September 2023. For a full recap of all changes and a link to a helpful FAQ for these policies, please see the University Travel webpage from the Office of the Provost.

GCOS Summary of Processes
This process is a generalized explanation and summary of what is required while GCOS-affiliated individuals are traveling on University business. If you require further details please reference these policies.

- **FAST-201 Travel – Authorizations, Expenditures, and Reimbursement**
- **STUD-333 Student Travel**
- **UNIV-491 International Travel**

Individuals traveling on University business should do so only with approval of appropriate officials on a Coastal Carolina University Travel Authorization (TA) Form. Appropriate officials are defined as the Budget Officer; however, if the Budget Officer is the traveler, their supervisor must approve the Travel Authorization Form.

Grant Funded Travel
Any individual who will be traveling using grant funds is required to fill out a travel authorization form regardless of travel miles. This TA must be approved by OSPRS osprs@coastal.edu and the Department Chair prior to submitting the TA to the Dean’s Office.

Blanket Travel
Any individual required to travel on repetitive trips may submit a blanket travel authorization. This TA can be used to cover a specified time period not to exceed one fiscal year. Please include all anticipated locations and expenditures on the blanket travel authorization.

Travel 10 or more miles
Individuals traveling 10 miles or more from the University are required to submit a travel authorization to Accounts Payable two weeks prior to the date the Tcard needs to be loaded. Upon the individuals return, claims for reimbursement of travel expenses should be completed, approved and as soon as possible but, **not to exceed 30 days after the trip ended** to receive reimbursement for qualified expenses.
Travel less than 10 miles
Individuals traveling less than 10 miles from the University are not required to obtain a travel authorization unless they are seeking an expense reimbursement other than local mileage. If you are planning a day trip that is less than 10 miles from the University you can seek reimbursement for your travel using the local mileage form. [https://www.coastal.edu/forms/index.php](https://www.coastal.edu/forms/index.php) If you have any questions, please reach out to your administrative assistant/specialist or to Ms. Melanie McKeefery in the Dean’s Office.

Vessel Usage
Individuals utilizing the boats must be familiar with the vessel usage guide and make all reservations at this [website](https://www.coastal.edu/forms/index.php). A travel authorization is required for all vessel trips and, a float plan must be filed for every vessel trip. It is encouraged that if you are using 10 funds and will be using the boats multiple times during a semester that you submit a blanket travel authorization form.

Student Travel
All students traveling for university activities, academic or co-curricular, who are using university expenditures or processing support through any university account for any part of the travel must have a properly executed Travel Authorization. All students traveling must be listed on the TA as participating in the activity along with the student’s CCU ID. Blanket TA’s can be done if there are repetitive trips throughout the year for a specific course.

A. Students traveling to academic functions including any required or optional activities off campus associated with a course or academic program, project, research (including scholarly research and, creative works), or sponsored program/grant are required to complete a travel authorization form.

B. If the academic travel is tied to a course please add the following section to your course syllabus (if any activities away from campus are part of the course activities).

> Please review the travel activities away from campus required as a part of this course. If university transportation is provided, students who choose to travel using their own or other means of transportation, are fully responsible for all associated issues or expenses. Consent to participate in activities listed on the syllabus is implicit for students who are and remain enrolled in the course. Students with health or safety concerns for any course-related travel can request alternative arrangements from their instructor.

This information will provide notice to the liability students are accepting for traveling on their own, indicates that their staying in the course is acceptance of these terms/conditions, and encourages them to discuss with faculty/staff if needed.

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C. All students who are not enrolled in a specific course may be approved by the instructor to travel with the group if such participation is deemed to be in line with the university’s educational mission to provide engaged learning opportunities to students more broadly AND the student has an active student status as outlined in point D below. These students are “CCU
Affiliated” in terms of status. **All that is needed for the inclusion of these students is to list their names on the TA along with their CCU ID.** If the person wishing to travel is “Non-CCU Affiliated”, that person will also have to complete the Field Trip Activity – Release of Liability form that is on the University Travel page under the FAQ section.

D. All student participants in student travel to academic functions must be in active student status with the University at the time of the travel. Active student status is demonstrated by one of the following: (1) Enrollment in a CCU course at the time of travel; (2) Enrollment in the previous semester/session and pre-registration in the subsequent semester/session for travel during interim periods between academic sessions; or (3) Enrollment in any summer or Maymester session for travel during the summer. If any of the conditions have been met, this student is considered a “CCU Affiliated”.

1. Students who have graduated are not in active student status.
2. Student participants in international travel programs sponsored by the University must be enrolled in a University course during the time of travel.

E. Funding amounts and sources must be approved by the dean and provost, and if necessary, the Office of International Programs. Please see GCOS process for international travel here. [https://www.coastal.edu/media/2015ccuwebsite/contentassets/documents/science/facultyresources/ourespagedocuments/International%20Travel.pdf](https://www.coastal.edu/media/2015ccuwebsite/contentassets/documents/science/facultyresources/ourespagedocuments/International%20Travel.pdf)

[Funding amounts and sources must be approved by the dean and provost, and if necessary, the Office of International Programs. Please see GCOS process for international travel here.](https://www.coastal.edu/globalinitiatives/travel/internationaltravelinformation/)

F. **Separation/Deviation from University Travel Activity**

All groups traveling with students off-campus must have clear communication lines set up for contact with the program coordinator/leader, including a means of notification of when the student is no longer participating in the University activity (deviation). Deviation from a CCU-sponsored travel group requires approved notification to the program coordinator/leader indicating the time of their deviation from the group. For instance, if the group is traveling to a group function and the group is returning to campus and the student wishes to travel back by some other means, the student must state in an email to the instructor that he or she is deviating from the return travel plans and the time in which this deviation will occur. This should happen before the group travels back to campus. This approach needs to be clearly communicated to the students if the student wishes to change their travel plans. In instances where deviation has costs or impacts arrangements for the group as a whole then the [Travel Deviation Universal form](https://www.coastal.edu/globalinitiatives/travel/internationaltravelinformation/) can be used to communicate expectations and understandings.

G. Travel authorizations and reimbursement, must be followed to reimburse travel costs of employees, nonemployees, candidates and students CCU Policy FAST-201.

**Transportation**

A. Faculty and staff are encouraged to use University transportation for undergraduate student travel to academic functions and co-curricular activities when possible.
B. Students who elect not to use University-sponsored transportation, when available, are liable for organizing their own travel and for any issues or liabilities arising from such arrangements. **Students participating must be provided notice of this prior to any travel participation.**

C. **Faculty and staff should refrain from transporting students in their personal vehicles**, as the faculty or staff member accepts personal liability for accidents and injuries in doing so.

D. Students who leave from an academic or co-curricular activity prior to its conclusion must provide the sponsoring department and/or instructor the appropriate notification (can be an email) to designate their time/date/location of deviation from the program. The student is fully responsible for making the arrangements and for any issues and/or liabilities arising from such arrangements. See “Separation/Deviation from University Travel Activity” – Section F. in section above.