**SUMMARY:**

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

**POLICY:**

I. Definition and Syllabus Requirement

   A. Undergraduate student travel to academic functions includes any required or optional activities off campus associated with a regular course or academic program, project or grant.

   B. Undergraduate student travel to academic functions associated with a course, whether required or optional, must be described in the course syllabus.

II. Supervision, Authorization and Funding

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

   B. All undergraduate student travel for academic functions, whether funded or unfunded, must be approved according to college policy before departure or in advance of any expenditure, such as registration, rentals, etc.

   C. Funding amounts and sources must be approved by the dean and provost, and if necessary, the Office of International Programs.

   D. Funding and expenditures must abide by CCU Policy FAST-BUFA 204, Expenditures.
E. Travel regulations in CCU Policy FAST-BUFA 201, Travel Authorizations and Reimbursement, must be followed to reimburse travel costs of employees, non-employees, candidates and students.

F. Expenses may be charged to University accounts as allowed by CCU Policy FAST-BUFA 204.

III. Transportation

A. Travel must abide by CCU transportation policies, including but not limited to UNIV-TRSP 471, Operation of 15-passenger vans, and UNIV-TRSP 470, Transportation.

B. Faculty and staff are encouraged to use University transportation for undergraduate student travel to academic functions when possible.

C. Students opting out of University-provided transportation should complete a personal vehicle liability waiver form.

D. Faculty and staff should refrain from transporting students in their personal vehicles.