

HOW DO YOU KNOW IF YOUR **RSO TRAVEL IS OFFICIAL UNIVERSITY TRAVEL?**

IS THERE ANY COMPONENT OF YOUR EVENT THAT IS BEING ORGANIZED BY THE UNIVERSITY?
(I.E. LODGING, UNIVERSITY VEHICLES, MILEAGE REIMBURSEMENT)

YES.

THIS IS UNIVERSITY TRAVEL.

University Sponsored RSO Travel

1. Arkansas Tech University sponsored transportation for Registered Student Organization (RSO) events is defined as transportation coordinated and funded by the University on behalf of the RSO. RSOs must submit their proposed activity with the transportation requirement through the Department of Campus Life, via theLink, at least 10 days prior to the event.
2. If any reimbursement for travel is to be made to a student, the student travel, by default, is defined as University sponsored travel and must comply with the Arkansas State Travel Laws, the Arkansas Vehicle Safety Program, and University policies.

TO COMPLETE THE UNIVERSITY SPONSORED RSO TRAVEL EVENT REGISTRATION FOLLOW THIS GUIDE.

1. Register the event on the RSO's page on theLink.
 - a. Click the "off campus" to the question, "Is this event on campus or off-campus?"
 - b. Answer the following questions on the "Off Campus Event" page.

Note: University Sponsored Travel requires a "yes" to at least one of these questions.

 - i. Is anyone being reimbursed by the University for the travel to the off-campus event? (Ex. rental car, mileage, lodging, etc.) Note: If the travel is being paid for by the Student Development Fund, select that answer. All necessary travel information is completed through that process.
 - ii. Is the travel (transportation) to this off-campus event being coordinated or funded by the University? (Ex. using a University vehicle, rental vehicle, charter bus, etc.) Note: If the travel is being paid for by the Student Development Fund, select that answer. All necessary travel information is completed through that process.

NO.

THIS IS RSO INDEPENDENT TRAVEL.

RSO Independent Travel

1. Independent RSO travel that is organized, conducted, or sponsored by an RSO in its own interest where no University vehicles are used or no reimbursement is to be issued are not required to complete travel documents. Such trips are not made on behalf of the University as official travel, and the University will accept no responsibility for any liability arising there from. The event is required to be registered on theLink via the event registration process.
2. Students should exercise good judgment before agreeing to provide transportation for other students or to travel as a passenger in another student's vehicle. Arkansas Tech University cannot be held liable for student choices of transportation for these independent RSO travel activities.

TO COMPLETE THE RSO INDEPENDENT TRAVEL EVENT REGISTRATION FOLLOW THIS GUIDE.

1. Register the event on the RSO's page on theLink.
 - a. Click the "off campus" to the question, "Is this event on campus or off-campus?"
 - b. Answer the following questions on the "Off Campus Event" page.

Note: RSO Independent Travel requires a "no" to both questions.

 - i. Is anyone being reimbursed by the University for the travel to the off-campus event? (Ex. rental car, mileage, lodging, etc.) Note: If the travel is being paid for by the Student Development Fund, select that answer. All necessary travel information is completed through that process.
 - ii. Is the travel (transportation) to this off-campus event being coordinated or funded by the University? (Ex. using a University vehicle, rental vehicle, charter bus, etc.) Note: If the travel is being paid for by the Student Development Fund, select that answer. All necessary travel information is completed through that process.
 - c. Provide location of destination.

- a. Answer the following questions on the “Off Campus Event- University Sponsored Travel” page.
- i. Please provide name and address of venue.
 - ii. What transportation will you be using?
 - iii. If there is a Faculty or Staff Advisor traveling with Student(s) or Student Group, please provide his/her contact information.
 - iv. Travel dates
 - v. Departure time
 - vi. Return time
 - vii. Travel Routes
 - viii. Purpose of Travel
 - ix. If Motorpool vehicle is being used, how will it be paid for?
 1. Agency Account (include number) Note: This is the most common answer. This is the RSO’s on campus bank account. The Agency Account number should be listed in the RSO’s profile section of their page on theLink. RSOs can also contact the Department of Campus Life.
 2. Endowment Funds Note: This is money through the Arkansas Tech Foundation.
 3. Operating Funds (A requisition must be completed within 3 days of event registration) (include index code) Note: This is only available through a University department. RSOs must have campus department support in order to use these funds. This would be completed by a staff member in the department.
 4. Other
 5. Not using Motorpool vehicle
 - x. Will the drivers be reimbursed for traveling?
 - xi. If yes, how will this trip be paid for?
 1. Agency Account (include number) Note: This is the most common answer. This is the RSO’s on campus bank account. The Agency Account number should be listed in the RSO’s profile section of their page on theLink. RSOs can also contact the Department of Campus Life.
 2. Endowment Funds Note: This is money through the Arkansas Tech Foundation.
 3. Operating Funds (A requisition must be completed within 3 days of event registration) (include index code) Note: This is only available through a University department. RSOs must have campus department support in order to use these funds. This would be completed by a staff member in the department.
 4. Other
 5. No Drivers are being reimbursed.
 - xii. Please list the name(s) and T#s of all the individual(s) who will be driving, including alternates. Note: T#s must be included in this answer. Obtain T#s prior to completing this section.
 - xiii. All drivers must fill out the Driver Authorization Form. This document can be downloaded from http://www.atu.edu/rso/forms_manuals.php. You may either electronically submit the document below or physically bring it to Student Services, Doc Bryan Building Room 233. Please submit all Driver Authorization forms at the same time. Travel event will not be reviewed until these forms are received. Forms must be received 10 days prior to the event.



xiv. All students attending your off-campus event must complete the Student Liability Waiver. Download the document from http://www.atu.edu/rso/forms_manuals.php. You may either electronically submit the document below or physically bring it to Student Services, Doc Bryan Building Room 233. Please submit all Student Liability Waiver forms at the same time.

PROCEDURES: THE FOLLOWING PROCEDURE, THEREFORE, IS ESTABLISHED FOR RSO TRAVEL THAT QUALIFIES AS OFFICIAL REPRESENTATION:

1. Secure approval from appropriate RSO advisor.
2. Register the travel by completing a Student Travel Request form 10 days prior to leaving for the trip.
 - a. If the travel is an event for the RSO then the Student Travel Request form will be completed through the Event Registration form on theLink.
 - b. If the travel is being funded through the Student Development Fund, the Student Travel Request form will be completed during the application process. Applications are available on the Campus Life page on theLink in the Forms section.
3. If student drivers are being used, all drivers must complete a Driver Authorization form. These forms can be obtained through the Campus Life page on theLink in the Documents section. This form should be returned to Office of Student Services, Doc Bryan Suite 233, at least 10 days prior to the event. These forms will be forwarded to the Travel Office in Bryan Hall.
 - a. The Driver Authorization form acts as a release to permit the University to check the student's driving record.
 - b. Anyone found to have an unacceptable driving record as defined by the University will not be allowed to drive under this policy.
4. All RSO members attending must sign a Liability Waiver with an Emergency Contact form. These forms can be obtained through the Campus Life page on theLink in the Documents section. This form should be returned to Office of Student Services, Doc Bryan Suite 233, prior to the event. It is recommended that the RSO advisor keep a copy of this form for each student attending.
5. In the event of an accident, RSO members shall file reports with the Department of Campus Life concerning any accidents, collisions, personal injury, or property damage to themselves or to others on returning to the campus.

RSO ADVISOR ROLE: RSO ADVISORS ARE ENCOURAGED TO ACCOMPANY STUDENTS ON OFF-CAMPUS TRIPS COVERED UNDER THIS POLICY. AN ADVISOR CAN BE DEFINED AS ANY FULL-TIME OR PART-TIME FACULTY OR STAFF MEMBER, ANY GRADUATE ASSISTANT WITH A DIRECT CONNECTION TO THE PURPOSE OF THE OFF-CAMPUS TRAVEL, OR ANY GRADUATE ASSISTANT WHO ADVISES A REGISTERED STUDENT ORGANIZATION IN AN OFFICIAL CAPACITY AS DEFINED BY THE REGISTERED STUDENT ORGANIZATION POLICIES.

TRAVEL IN UNIVERSITY VEHICLES

Students traveling in University vehicles and under the auspices of the institution are expected to follow these regulations:

1. Students representing Tech are expected to obey all federal, state and local laws.
2. Advisors are encouraged to attend any travel events with the RSO.
3. No possession or use of alcoholic beverages, tobacco or illegal drugs by anyone in a University vehicle is allowed. Violation of this regulation will result in disciplinary action.
4. When any kind of problem arises related to student travel or violation of Tech regulations or state laws, the Director of Campus Life should be notified on the first business day following the return to campus.
5. Plans for travel including designated drivers, must be submitted at least ten (10) business days in advance to allow for a driver's license background check.

OFFICIAL REPRESENTATION: THE UNIVERSITY RECOGNIZES THAT A STUDENT TRAVELS AS ITS OFFICIAL REPRESENTATIVE WHEN, AND ONLY WHEN, ALL OF THE FOLLOWING REQUIREMENTS ARE SATISFIED:

1. An administrative official having authority to do so authorizes an RSO or members of an RSO to be official University representatives for the purpose of attending an event related to accomplishment of University educational purposes.
2. The RSO or members of an RSO travel by University vehicle or travel according to transportation selected for them and approved by the person authorizing the travel. This includes, but is not limited to, public carriers, in charter or aircraft, in University fleet vehicles, in rental vehicles, or by private vehicle (if mileage is being reimbursed).
3. The RSO or members of an RSO travel is being funded by the University or if reimbursements are being issued to fund travel. This includes, but is not limited to, lodging.
4. Before leaving the campus, the RSO or members of the RSO and accompanying faculty or staff, if any, shall have registered according to the procedures outlined in this policy. RSOs or members of RSOs attending functions on their own initiative in the guise of being from Arkansas Tech University, the institution deriving benefit only from the resulting publicity, are not official University representatives. Because of the possibility of claims and liability arising from student travel, it is necessary that strict procedures be established concerning the dispatching of enrolled students off campus for University purposes.

