

Travel Policy

All clubs traveling off campus for an event, a conference, or any activity where they are representing the student organization and FAU, a representative from the organization is required to fill out a Travel Authorization Request Form with all of the attendees' information. This is MANDATORY. This form is used to initiate a TAR by the *appropriate office. The TAR is what allows travel and travel reimbursements. As long as students are traveling on behalf of a club or organization of Florida Atlantic University, the university must be aware of these travels. Should any problems arise we will be able to act accordingly.

IMPORTANT NOTICE ON GRADES FOR TRAVEL: All students traveling as part of a FAU club or organization are considered student leaders. Because of this, students must meet the minimum qualification for student leaders as seen on page 185-186 of the Student Handbook. Therefore, all students traveling must have a minimum Cumulative GPA of 2.0 and be a registered FAU student for the current semester. *The appropriate office will check grades and registration at the time of submission. **NOTE: Submission of this form must be at least 5 BUSINESS days before departure date or travel reimbursement will not be allocated. NO reimbursements will be given for prior travel.**

*****A Program Registration Form must also be filled out when traveling. Please see page 18 in this manual for policy.**

Travel Authorization Request (TAR) Procedure

The Travel Authorization Request Form can be found on the SDA website at http://www.fau.edu/sda/forms/forms_club.htm or in Appendix H in the end of the club manual.

If Student Government money is being used

- Travel Registration Request form will be turned in to the appropriate office* with contact person's information and itinerary information
- The appropriate office* will check grades and status for students who are traveling
- The appropriate office* will approve (or disapprove) travel form with signature and date
- Travel form is taken to Student Government
- Student Government will initiate TAR (based on itinerary information)

If Club's revenue money is being used

- Travel Registration Request form will be turned in to the appropriate office* with contact person's information and itinerary information
- The appropriate office* will check grades and status for students who are traveling
- The appropriate office* will approve (or disapprove) travel form with signature and date
- The appropriate office* will initiate the TAR

When the Travel Registration Request form is turned in, the club or organization must also turn in: a copy of the agenda/program for the conference/seminar/convention being attended, a copy of the reservation and itinerary for hotel/airplane/car.

- appropriate office – sport clubs will go to the Campus Recreation office, social Greek organizations will go to the Greek Affairs office, all other clubs will go to the Student Development and Activities office

The appropriate office will be responsible for keeping on file a copy of the Travel Registration Request form.