

FAU Undergraduate Student Travel Policies and Procedures

Students must complete the “Notification to Travel” process online for any group or individual University-related, conference, competition, or research travel, regardless of the need for funding. Field/class/day trips, with no overnight stay, require release of liability waivers only.

- **FAU Student Travel Policies & Procedures** - <http://www.fau.edu/studenttravel/>
- **Notification to Travel** - <http://www.fau.edu/studenttravel/notification/>
- **How to Apply for SGA Travel Funding** - <http://www.fau.edu/studenttravel/undergrad-research/>. Submit travel application packet **at least 4 weeks prior to planned departure date (5 weeks if international)**.

University-related field/class/day trips with no overnight stay:

- Faculty/staff member must submit an email request for waivers to Ayn **at least 1 week before travel**.
- Ayn prepares a Student Travel Code of Conduct / Release of Liability waiver and emails it to the faculty member who distributes it to the students. Sufficient time must be allowed for students under the age of 18 to obtain a parent /guardian’s signature.
- Faculty/staff member collects the waivers and returns them to Ayn, or to the Dean’s suite if Ayn is not available, **prior** to departure.

Individual or group University-related student conference, competition, or research travel, *NOT funded by FAU*:

- Faculty/staff member instructs student(s) to complete the [Notification to Travel](#) process online (includes waiver) **at least 10 business days in advance of travel**.

Individual or group University-related student conference, competition, or research travel *funded by a non-HC source (including SGA)*:

- Funding department prepares a travel/spend authorization and instructs student(s) to complete the [Notification to Travel](#) process online **at least 4 weeks in advance of travel**.

Individual University-related student conference, competition, or research travel *funded by the HC*:

- Student must contact appropriate staff member* **at least 4 weeks in advance of travel**.
- Staff member prepares a travel/spend authorization and instructs student to complete the [Notification to Travel](#) process online (includes waiver) **at least 4 weeks in advance of travel**.

Group University-related student conference, competition, or research travel *funded by the HC*:

- Faculty member/student designee must contact staff member* **at least 4 weeks in advance of travel**.
- Staff member prepares group travel/spend authorizations for students if students will be directly reimbursed otherwise, expenses are included on the faculty member’s travel/spend authorization.
- Faculty member instructs student designee to complete the [Notification to Travel](#) process online (includes waiver) **at least 4 weeks in advance of travel**.

***Staff Members:** David (Flagler), Ayn (student/faculty member on same SA/TAR), Anna (other)