

Student Travel Forms – Process and Routing Information

This document is designed to assist faculty and staff as they determine the appropriate forms to submit to authorize the travel through appropriate budget and supervisors. This information accompanies a “Student Travel Forms-Routing Information” flowchart. There are active links in this document to help you navigate the process.

The student travel form process outlined below is designed for student travel that is funded through multiple sources including, but not limited to Student Activity Fee funds, internal and external funds, agency accounts, and foundation funds. Excluded from this process is student travel associated with internships or field placements, in which students are responsible for their personal transportation.

1. Will students be receiving reimbursement for actual travel expenses from a University Account (grants, agency accounts, student activity funds, etc.) **after** their return from the trip, regardless of any other funding?
 - a. Yes.....[Proceed to 2](#)
 - b. No.....[Proceed to 3](#)

2. Will the students also be receiving a cash advance or any other form of prepayment for the trip?
 - a. Yes. Do the following:
 - i. Fill out a Student Travel Application form for each student traveling on the trip and submit it for approval to the administrator with budget authority over the funds being used. The form will then be forwarded to Accounting Services.
 - ii. Fill out the Student Field Trip & Travel Approval Form and deliver a copy to the dean of the appropriate college. Keep a copy of the form as well.
 - iii. Each student traveling fills out a Release & Waiver of Liability Form. Upload the forms to the Travel Document Repository according to instructions available at <https://aa.columbusstate.edu/student-travel-procedures.php>.
 - iv. Fill out a CSU Student Travel Advance/Pre-Pay Authorization form listing each student traveling on the trip and submit it for approval to the administrator with budget authority over the funds being used. The form will then be forwarded to Accounting Services.
 - v. If distributing students per diem, use the “Record of Student Per Diem Disbursement”. Student are not required to provide receipts upon their return for per diem.
 - vi. If faculty or staff are using cash advances for student travel expenses, all receipts must be submitted upon returning from travel. If any funds remain from the cash advance contact the Accounting Services office at 507-8495 for additional instructions.

- b. No. Do the following:
 - i. Fill out a Student Travel Application form for each student traveling on the trip and submit it for approval to the administrator with budget authority over the funds being used. The form will then be forwarded to Accounting Services.
 - ii. Fill out the Student Field Trip & Travel Approval Form and deliver a copy to the dean of the appropriate college. Keep a copy of the forms as well.
 - iii. Each student traveling fills out a Release & Waiver of Liability Form. Upload the forms to the Travel Document Repository according to instructions available at <https://aa.columbusstate.edu/student-travel-procedures.php>.
3. Will the students be receiving a cash advance or any other form of prepayment for the trip?
 - a. Yes. Do the following:
 - i. Fill out the Student Field Trip & Travel Approval Form and deliver a copy to the dean of the appropriate college. Keep a copy of the forms as well.
 - ii. Each student traveling fills out a Release & Waiver of Liability Form. Upload the forms to the Travel Document Repository according to instructions available at <https://aa.columbusstate.edu/student-travel-procedures.php>.
 - iii. Fill out a CSU Student Travel Advance/Pre-Pay Authorization form listing each student traveling on the trip and submit it for approval to the administrator with budget authority over the funds being used. The form will then be forwarded to Accounting Services.
 - iv. If distributing students per diem, use the "Record of Student Per Diem Disbursement". Student are not required to provide receipts upon their return for per diem..
 - v. If faculty or staff are using cash advances for student travel expenses, all receipts must be submitted upon returning from travel. If any funds remain from the cash advance contact the Accounting Services office at 507-8495 for additional instructions.
 - b. No. Do the following:
 - i. Fill out the Student Field Trip & Travel Approval Form and deliver a copy to the dean of the appropriate college. Keep a copy of the forms as well.
 - ii. Each student traveling fills out a Release & Waiver of Liability Form. Upload the forms to the Travel Document Repository according to instructions available at <https://aa.columbusstate.edu/student-travel-procedures.php>.

Student Travel Forms – Purposes

Student Travel Application

With this form budgetary authorities approve the travel and provide the appropriate account information for reimbursement of expenses.

Student Field Trip & Travel Approval Form

This approval form communicates the nature of the travel and emergency contact information of the trip leader(s) to budgetary authorities for their approval. Electronic copies of form must be maintained in files that are accessible in emergencies to supervisors traveling with groups, signing authorities not traveling with the group, and campus police.

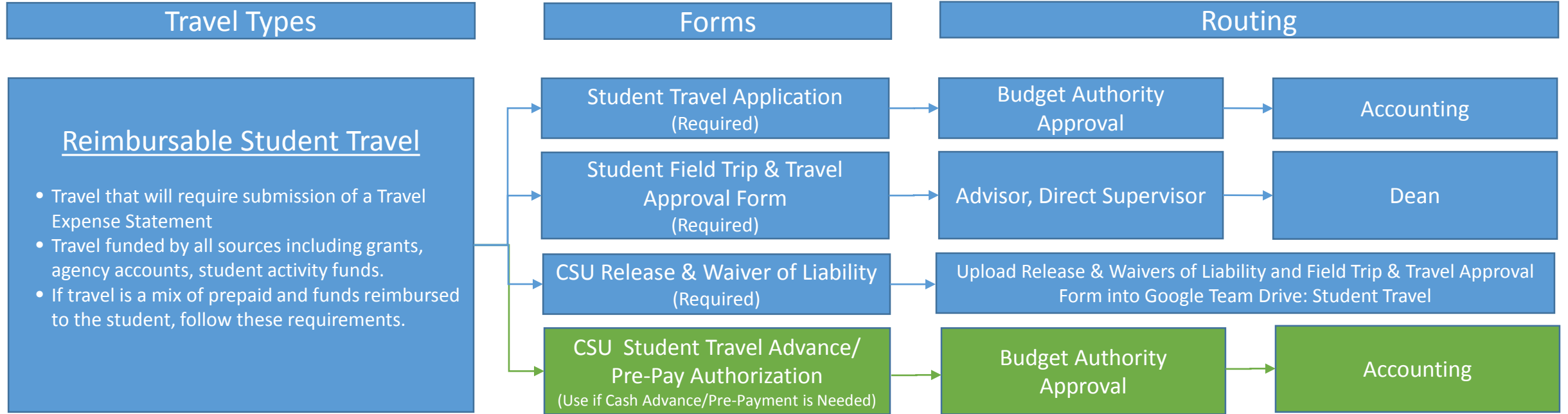
CSU Release & Waiver of Liability

This form is used to inform students of the risks of travel and to collect optional medical information and contact information for emergencies. Electronic copies of forms must be maintained in files that are accessible in emergencies to supervisors traveling with groups, signing authorities not traveling with the group, and campus police.

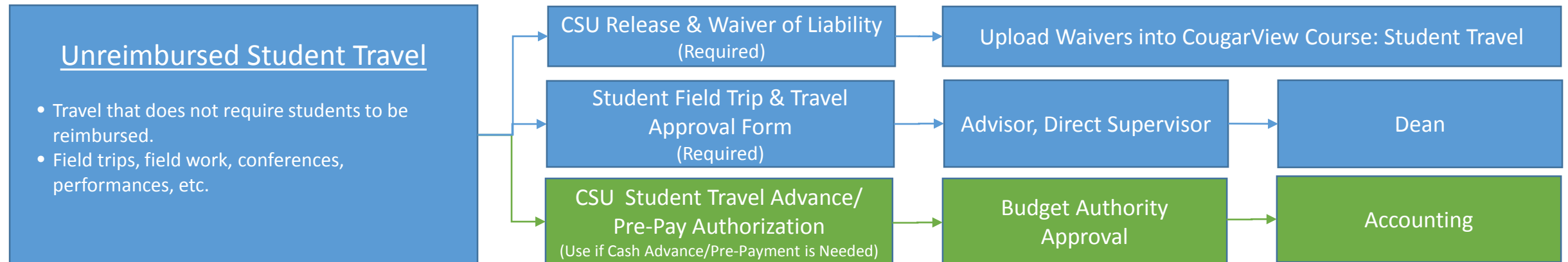
CSU Student Travel Advance/
Pre-Pay Authorization

This form authorizes cash advances to pay for expenses. This is routed to accounting after approved by appropriate budgetary authorities.

Student Travel Forms – Routing Information



Note: Travel Expense Statements must be submitted at the conclusion of the travel.



Note: CSU Release & Waiver of Liability may be completed once a term for recurrent activities (e.g. courses with multiple field trips)