STUDENT TRAVEL

When it is deemed to be in the best interest of the University, a student 18 years of age or older may drive a University rented or leased vehicle for approved University business travel. Arrangements for rental/leasing are made through the University’s Purchasing Office. A certificate of insurance will be provided by the Purchasing office.

The University encourages the use of the University rented vehicles whenever possible. The University will, however, consider the use of personal automobiles of students of the University for performing official and representative functions for the University.

Only personal vehicles owned by the student driver or a member of the driver’s immediate family may be used. The owner must have insurance coverage on the vehicle in amounts at least equal to the State required minimum plus Personal Injury Protection Benefits per K.S.A. 40-3107. The University’s position is that such minimum coverage is inadequate to provide meaningful protection. Further, the student is cautioned that when a mileage allowance is received the automobile insurance coverage may be affected. When use of an individual student’s automobile is approved, it becomes the student’s responsibility to provide the primary insurance protection.

Each student organization may create a reimbursement policy and mileage rates, ranging from no reimbursement up to the University allowed maximum.

Students 18 years of age or older may drive a University employee’s vehicle provided the University employee authorizes the student to drive, that such request was stated and approved on the travel form, and the University employee is a rider in the vehicle at the time the student is driving. All other provisions of the University travel policy apply to vehicles driven by students.

Students must request approval for out-of-town travel with the online travel request form. Access this form on http://www.washburn.edu/admin/finance/forms/index.html. The form must be completed and approved by the faculty sponsor or department head, and submitted to Accounts Payable at least ten days prior to departure. Students who are allowed to drive vehicles on University business must be 18 years of age or older and must have a valid driver’s license, with no restrictions. The student and sponsor must indicate the following information on the request for travel form in the comments section:

a. Name and birth date of driver.
b. Driver’s license number, state and expiration date.
c. Ownership of vehicle to be used and whether a passenger car, station wagon, or van.

The original will be returned when approved. Request for reimbursement of travel expenses is made by completing the travel expense report available at the same location as the travel request form. Original receipts are required for all meals, lodging, transportation and other expenses for which reimbursement is authorized.
These receipts must give full detail as to date, place, itemized description of expenditure, and must be marked paid.

See copies of the Out-of-Town Travel Authorization form and the Travel Expense Report form in the forms appendix.

**Check List for Travel Arrangements**

1. Make sure your organization is registered with the Student Activities & Greek Life office.

2. File a completed out-of-town travel authorization form with the Accounts Payable office (through office mail or Morgan 225) a minimum of 10 days prior to taking your trip. List all students who will be traveling. Make sure that the appropriate department head and your organization advisor have signed the Travel Form. Upon approval, the original will be returned to you.

3. Complete a purchase requisition online at My.Washburn.edu for lodging, registration fees and other travel purchases, such as airline tickets or van rental.

4. Keep all travel receipts (meals, turnpike tolls, parking, etc.) and a record of mileage if you want to be reimbursed for your expenses, or if you need to report them to Washburn Student Government Association.

5. Following the travel, complete the travel expense report, attach all receipts, sign, get advisor signature, keep a copy for your file, and send to the Business Office.