

Policy VI.6006.A, Student Travel

Purpose

The purpose of this policy is to establish requirements for student travel sponsored, sanctioned, or supported by San Jacinto College in accordance with Texas Education Code Section 51.950. This policy applies to faculty, staff, and administrators authorized to act on behalf of the College. Before traveling with students, employees must review and comply with applicable student travel procedures. Travel arrangements must prioritize safety and cost efficiency and avoid actual or the appearance of impropriety.

Policy

San Jacinto College promotes safe and responsible student travel. This policy applies to enrolled students traveling to activities or events that the College organizes, sponsors, supports, funds, or requires, including:

- a. Travel using a vehicle owned or leased by the College;
- b. Travel required by a registered student organization; or
- c. Course-related field trips, recreational sports club trips, athletic travel, academic organization activities, or other travel in which a student officially represents the College.

This policy applies more broadly than the minimum requirements of Texas Education Code Section 51.950. It does not apply to independently arranged student teaching, internships, practicums, clinical placements, observations, research, or intercampus travel.

Covered travel must be approved in advance by the appropriate budget authority. International travel and travel outside the continental United States also require approval from the appropriate Strategic Leadership Team member and the Chancellor.

Each trip must be supervised by a Designated Travel Representative (DTR) who is a College employee. The representative must follow the approved travel plan and applicable College policies and procedures, exercise sound judgment, and ensure that travel expenses are reasonable, necessary, documented, and properly approved.

The Student Travel Procedure establishes mandatory operational, transportation, safety, and documentation requirements. Those requirements are incorporated into this policy to the extent required by law.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation provisions do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

Procedure VI.6006.A.a, Student Travel

Date of Board Approval	October 12, 2026
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Effective Date	October 13, 2026
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Primary Owner	Deputy Chancellor and College President
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Secondary Owner	Associate Vice Chancellor, Student Services
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