

Procedure VI.6006.A.a, Student Travel

Associated Policy

Policy VI.6006.A, Student Travel

Procedures

Overview

These procedures apply to travel by enrolled students to an off-campus activity or event that is organized, sponsored, supported, funded, or required by San Jacinto College. They also apply when students participate as official representatives of the College, travel in a College-owned or College-leased vehicle or participate in travel required by a registered student organization. The College applies these procedures more broadly than the minimum requirements of Texas Education Code Section 51.950 to promote consistent oversight and student safety. Specific requirements may vary based on the distance, duration, destination, mode of transportation, and nature of the travel.

These procedures do not apply to independently arranged student teaching, internships, practicums, clinical placements, observations, research, or intercampus travel.

These procedures include the following:

- Travel Authorization
- Methods of Payment
- Transportation Options
- Mandatory Student Travel Training
- Emergency and Incident Response
- Records Management
- Lodging
- Meals
- Prohibited Use of Drugs and Alcohol

All employees are responsible for reviewing these student travel procedures before submitting a travel request. Unauthorized travel expenses are the sole responsibility of the employee.

Required Travel Approvals

To ensure that student travel is within the course and scope of the College's mission and that student safety concerns have been addressed, all travel covered by these procedures must be authorized in advance by an appropriate administrator.

All off-campus or overnight travel must be approved in advance utilizing the [Student Travel Authorization Form](#).

The Student Travel Authorization Form must be submitted as soon as possible, but no later than ten (10) business days prior to travel for the activity or event.

Required Approvers

- The first-level leader is the final approver.
- The second-level leader will be notified upon approval.
- Travel involving registered student organizations requires approval from the designated Student Engagement and Support Coordinator.
- The Designated Travel Representative (DTR) must follow San Jacinto College Travel Policy III.3001.G, Employee Travel and Employee Travel Procedure III.3001.G.a, which may require a separate travel authorization for the employee.

International travel and travel outside the continental United States must receive the approvals specified in the associated Student Travel Policy.

San Jacinto College employees may not approve their own Student Travel Authorization Form request. The Student Travel Authorization Form must be fully approved prior to a student engaging in College-sponsored travel.

Exception: San Jacinto College Athletics will use a single annual travel authorization form approved by the Vice Chancellor for Strategic Initiatives and the Chancellor. This annual authorization replaces individual trip authorization forms for Athletics travel conducted during the academic year but does not waive applicable participant-list, training, agreement, release, itinerary, transportation, or recordkeeping requirements.

The following information and documents must be submitted with the Student Travel Authorization Form:

- A list of participants, including their names and student identification numbers
- Dates of travel
- Mode of travel
- Destination
- Purpose of travel
- Hotel room assignments (if applicable)
- Acknowledgment that each traveler has completed and submitted the Authorized Student Travel Agreement and, if applicable, the Student Travel Driver Release Form

Students who are 18 years of age or older and participate in travel that is organized, sponsored, supported, funded, or required by the College must complete the Authorized Student Travel Agreement and, if applicable, the Student Travel Driver Release Form online before traveling. The department's designated records custodian must maintain the applicable agreements and records identifying the travelers, dates of travel, mode of transportation, destination, and purpose of travel.

Students traveling between campuses in a San Jacinto College vehicle are strongly encouraged, but not required, to complete the Authorized Student Travel Agreement Form.

All student-related travel must be approved in advance, before departure and before the commitment of College funds, by all required approvers on the Student Travel Authorization Form.

The Student Travel Authorization process does not replace or modify the established process for reserving a College vehicle. To accommodate vehicle-reservation lead times, an employee may submit a vehicle request before receiving final travel authorization; however, a vehicle reservation does not constitute approval of the trip. Employees should obtain preliminary approval from their first-level leader before requesting a vehicle whenever practicable. All required student travel approvals must be completed before departure and before incurring or committing College funds.

Traveling with Minor Students

All students under 18 years of age are minors. Before travel, the Designated Travel Representative (DTR) must determine whether any participating student is a minor and provide the DTR's supervisor and the appropriate records custodian with the names of all participating minors. Each minor must have an Authorized Minor Travel Agreement signed by a parent or legal guardian and submitted by email to student.support@sjcd.edu before travel. The form cannot be completed online.

Designated Travel Representative to Student Ratio and Maximum Number of Participants

At least one DTR is required for groups of 1-10 students, and at least two DTRs are required for groups of 11-20 students. Travel involving more than 20 students requires advance approval by the designated campus leader or Associate Vice Chancellor of Student Services and an appropriate additional number of DTRs.

Exceptions to the DTR-to-student ratio may be approved in advance by the designated campus leader on a case-by-case basis. In considering an exception, the approver must evaluate the number and ages of participating students; the trip's distance, duration, destination, transportation and lodging arrangements; the nature and risk of the activities; emergency-response needs; and the DTR's ability to provide appropriate supervision. The approval must document the justification for the exception and any additional safeguards required for the trip. An exception may not waive a ratio or supervision requirement established by law, an accrediting body, an insurer, a transportation provider, or the host site.

Exception: Athletic travel is exempt from the student-to-designated employee travel representation ratio requirement due to the nature of team travel arrangements and the annual approval granted by the Vice Chancellor for Strategic Initiatives and the Chancellor.

Methods of Payment

Methods of payment for student-related travel must comply with San Jacinto College's current Employee Travel Procedure, III.3001.G.a.

Transportation

No student may be required to use a personal vehicle to perform College-related activities. College personnel may not use a personal vehicle to transport students for College-sponsored travel without the advanced written approval of the designated campus leader or Associate Vice Chancellor of Student Services. An employee who uses a personal vehicle for College business, including student travel, must maintain the minimum automobile liability insurance required by Texas law. The employee's vehicle insurance is responsible for personal vehicle damage that occurs while the vehicle is used for College business. Before any trip in an employee's personal vehicle, both the employee and the student must execute the applicable releases and comply with the safety requirements in these procedures as though traveling in a San Jacinto College vehicle.

Full-time athletic staff may, when necessary, provide transportation assistance to student-athletes for medical needs without prior written approval from the Vice Chancellor. They must comply with all other provisions of these procedures, including the insurance and applicable travel-release requirements.

1. Transportation Options

All students and DTRs participating in a San Jacinto College-related trip must use the College-arranged mode of transportation identified on the Student Travel Authorization Form when any of the following conditions applies:

- A San Jacinto College vehicle is used, and the trip is more than 25 miles one way;
- The trip requires an overnight stay; or
- The trip is required by a San Jacinto College registered student organization.

Acceptable forms of transportation for student travel include, but are not limited to:

- A student's personal vehicle, if the travel does not require an overnight stay and is less than 25 miles one way, provided that the Student Travel Driver Release Form is on file;
- San Jacinto College vehicles; and
- A common carrier (i.e., bus, plane, or train).

For purposes of these procedures, mileage is measured from the official departure point identified on the Student Travel Authorization Form to the destination using the most direct reasonable route.

For a required local activity that does not involve an overnight stay and is less than 25 miles one way, a student may voluntarily use a personal vehicle if the required Student Travel Driver Release Form is on file. The College must make a reasonable College-provided transportation option available and may not require or pressure a student to provide personal transportation.

DTRs and other College representatives are prohibited from organizing, assigning, or sanctioning carpools to or from events. This prohibition does not prevent students from independently making voluntary transportation arrangements without College coordination, direction, or endorsement.

All operators of San Jacinto College vehicles must be San Jacinto College employees, hold a valid driver's license for the applicable vehicle, and be approved College drivers as defined by Policy III.3008.A.

2. Additional Transportation Requirements under Texas Education Code Section 51.950

- Operators must comply with all laws, regulations, and posted signs or directions regarding speed and traffic control.
- Operators must take reasonable rest breaks after no more than four consecutive hours of driving.
- Operators may not drive more than 10 hours in any 24-hour period.
- A trip requiring more than 10 hours of driving to reach the destination requires overnight lodging or an additional approved driver.

3. Safety Requirements for Operators and Passengers

- **Seat Belts.** Occupants of San Jacinto College vehicles shall use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.
- **Alcohol and Illegal Substances.** Occupants of San Jacinto College vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances.
- **Passenger Capacity.** The total number of passengers in any San Jacinto College vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity, or the number specified by College policy, or federal or state law or regulations, whichever is lower.
- **Service and Maintenance.** San Jacinto College vehicles used for student travel, excluding short-term leased vehicles, must undergo scheduled periodic service and maintenance by qualified persons and comply with all applicable College requirements.
- **Qualifications and Training.** Drivers of San Jacinto College vehicles must be San Jacinto College employees, hold valid driver's licenses appropriate for the vehicles being driven, and have acceptable driving records.

4. Other Modes of Travel

Students and student organizations approved for travel by a mode of transportation other than a car, van, or other personally operated vehicle (e.g., bus, train, or airplane) must comply with all applicable rules, regulations, and requirements of the organization or provider furnishing that transportation.

Mandatory Student Travel Training

Each student must complete Mandatory Student Travel Training and the appropriate Authorized Student Travel Agreement and, if applicable, Student Travel Driver Release Form before participating in student travel. All San Jacinto College employees who supervise students during student travel must also complete Mandatory Student Travel Training.

Information about Mandatory Student Travel Training, including access instructions, required forms, and links to the applicable online training modules, is available on the Student Travel page of the Student Support Services SharePoint site. The DTR is responsible for confirming that all participating students and supervising employees have completed the required training and documentation before departure.

Emergency and Incident Response

Before departure, the DTR must maintain accessible emergency contact information, the approved itinerary, participant information, and relevant College emergency-reporting contacts. The DTR must promptly address and report vehicle accidents, injuries, hospitalizations, missing or separated students, severe weather, significant itinerary changes, and other safety or conduct incidents in accordance with applicable College procedures. When immediate assistance is required, the DTR must first contact emergency services and then notify the appropriate College administrator as soon as practicable.

Records Management

Each department's designated records custodian must retain travel authorizations, participant lists, agreements, releases, itineraries, and incident documentation in the College-approved recordkeeping system for the period required by the College's records-retention schedule. Student identification, minor, medical, and accommodation information must be limited to personnel with a legitimate educational or operational need for access.

Lodging

Students may not share a room with a student organization advisor, advisor of record, faculty member, or another designated College employee.

Students may share a room only with other students, and each student must have a separate bed. Students may not change room assignments without prior permission from the DTR or another designated College representative. Room assignments will be determined as follows:

- The default assignment would be a roommate of the same biological sex.
- Students may select their own roommate. If the student does not select their own roommate, the DTR will make assignments after considering several factors (e.g., biological sex, minor students, room capacity, etc.).
- A student may be assigned a private room due to extenuating circumstances (e.g., the student is the only minor participating in travel or has a documented accommodation requiring a single room). Students may be required to pay a lodging fee to offset the additional cost of a private room, depending on the circumstances.
- The DTR of record and/or the Director of Student Engagement and Support will determine the final decision on room assignments.

Meals

Meals are allowed for College-sponsored student travel that includes an overnight stay or qualifies as one-day long-distance travel.

Students may receive a daily per diem or the equivalent for eligible meals during College-sponsored student travel. The per diem will be calculated based on the eligible travel period and the College-approved rate for the destination. Payment will be issued before departure through the College's approved payment method. Meals furnished through registration, lodging, transportation, or the event must be deducted as required by the applicable College travel procedure.

Students may receive the per diem rate for long-distance travel completed within a single day. For local field trips or events lasting more than four hours, students may receive a partial meal per diem when meals are not otherwise provided. Student athletes traveling with a team to games, tournaments, or other events will receive team meals or a meal allowance.

Prohibited Use of Drugs and Alcohol

Students and DTRs are prohibited from consuming alcohol or using illegal substances or controlled substances not lawfully prescribed to the individual at any time during San Jacinto College-sponsored travel. For additional information regarding the College's policies on alcohol and controlled substances, see the Student Code of Conduct in the current Student Handbook, available on the San Jacinto College website.

Definitions

Designated Travel Representative: The Designated Travel Representative (DTR) is the primary point of contact for travel planning, documentation, compliance, student safety, and risk management. The DTR is responsible for ensuring compliance with applicable College policies and procedures and for reporting safety concerns, incidents, or noncompliance that occur during travel.

Organized Event: An event initiated, planned, or arranged by a College faculty or staff member and approved by an appropriate administrator.

Sponsored Event: An event the College endorses by providing financial support or sending students to participate as official College representatives.

A San Jacinto College vehicle: A vehicle owned or leased by San Jacinto College.

Overnight travel: Travel that requires a participant to remain away from the participant's residence overnight.

Long-Distance Day Travel: Travel that exceeds 150 miles round trip without an overnight stay.

Inter-campus Travel: Travel between San Jacinto College campuses or College locations.

Date of SLT Approval	September 2, 2026
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Effective Date	October 13, 2026
Associated Policy	Policy VI.6006.A, Student Travel
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and College President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services