



Policy Name: Student travel Policy

Policy Number: 03.50.08.01

Date: July 27, 2026

Review Date: July 27, 2028

Approved by Willie L. Todd, Jr., Ph.D.
President and CEO



Signature

The logo for Talladega College features the word "TALLADEGA" in a large, red, serif font. A stylized blue "D" is integrated into the word, with its loops extending above and below the letters. Below "TALLADEGA" is the word "COLLEGE" in a smaller, red, serif font. Underneath the logo, the words "STUDENT TRAVEL POLICY" are written in a bold, black, sans-serif font.

TALLADEGA COLLEGE

STUDENT TRAVEL POLICY

Policy Type: Administrative

Policy Number: 03.50.08.01

Approval Date: Jul 27, 2026

Responsible Office: Division of Student Affairs

Responsible Executive: Vice President for Student Affairs/Dean of Students

Applies to: All students, student organizations, faculty, and staff coordinating student travel

POLICY STATEMENT

The purpose of this policy is to establish uniform procedures, safety standards, and compliance requirements for all college-sanctioned travel and registered student organization travel that occurs more than 25 miles away from the Talladega College campus.

Student travel is an integral part of the educational experience, advancing academic, cultural, and leadership development. However, the College must ensure that such travel is properly authorized, planned, and executed to safeguard students, mitigate liability risks, and uphold the mission of Talladega College.

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1. DEFINITIONS

College-Sanctioned Travel: Travel initiated, planned, or approved by Talladega College faculty, staff, or administrators that involves students representing the College in an academic, cultural, athletic, service, or organizational capacity.

Registered Student Organization (RSO) Travel: Travel by officially recognized student organizations for events, competitions, conferences, or activities occurring more than 25 miles from campus.

Travel Authorization Form: The official College form required to document and approve all covered student travel.

2. CONTACT(S):

The Department of Student Affairs officially interprets this policy. The Office of the Vice President for Student Affairs is responsible for obtaining approval for any revisions as required by Creating and Maintaining Policies (2025) through the appropriate governance structures.

Questions regarding this policy should be directed to:

- Department of Student Affairs
- Department of Academic Affairs
- Enrollment Management Services
- Athletics Department

3. STAKEHOLDERS: All students, staff, and faculty.

4. POLICY CONTENTS

4.1 College-Sanctioned Student Travel

College-sanctioned travel occurs when:

- The travel is recognized by the College as educational, professional, service-oriented, or representative of Talladega College.
- Travel is supervised by faculty or staff in their official capacity.
- Institutional or departmental resources are used.
- Travel is funded or conducted using College-owned, leased, or rented vehicles. • Travel is initiated or required under the direction of a College office, department, program, or registered organization.

This policy does not apply to personal or recreational travel, or independent internships/practicums, unless College faculty formally organize or sponsor such travel.

4.2 Registered Student Organization (RSO) Travel

RSOs planning travel must submit the required Travel Authorization Form and supporting documents to the Office of the Dean of Students at least 10 business days prior to travel.

RSOs will receive travel safety resources and compliance checklists upon approval.

4.2a Student Eligibility for Travel

To be eligible to participate in College-sanctioned or RSO travel, students must:

- Be enrolled full-time at Talladega College.
- Be in good academic standing as defined by the Office of the Registrar.
Have no pending or unresolved disciplinary actions.
- Maintain satisfactory class attendance as verified by faculty or advisor. • Receive approval from their department head or advisor (for academic travel) and the Dean of Students (for all other travel).

The College reserves the right to deny travel participation if eligibility criteria are not met.

4.2b Graduate Student Travel

Graduate students participating in College-sanctioned travel are subject to the same travel policies as university employees, with the following clarifications:

- Graduate students are not eligible for institutional travel cards but may be reimbursed for approved allowable expenses.
- Advisors or supervising faculty may use travel cards or personal funds to offset graduate student travel costs.
- Reimbursement claims must be submitted through the College's financial processing system.

4.3 International Travel

All international travel should be pre-approved by the appropriate Dean, Vice President, Provost/Executive Vice President, and President.

Requirements:

- **Insurance:** All international travelers must provide proof of active health insurance that includes international coverage. Supplemental travel insurance may be required.
- **Emergency Communication:** Students must carry either an international phone plan or a prepaid international calling card.
- **Next of Kin:** All emergency contact information must be verified within 5 business days before departure.
- **Oversight:** All international travel must be coordinated through the Office of Student Affairs and the Office of Enrollment Management (and Academic Affairs for credit-bearing programs).

Restrictions:

Travel to locations with U.S. State Department Level 3 ("Reconsider Travel") or Level 4 ("Do Not Travel") advisories is prohibited unless expressly approved by the President and Provost/Executive Vice President.

4.4 Travel Authorization Procedures

Before travel, students and organizers must complete the Student Travel Form(s):

- Student Travel Request for Authorization

- Student Travel Code of Conduct
- Waiver of Liability, Assumption of Risk & Indemnity
- Student Emergency Medical Treatment Authorization

4.4a Travel Manifest Requirement

All student groups engaging in College-sanctioned or RSO travel must complete and submit a Travel Manifest including:

- Student names and ID numbers.
- Emergency contact information.
- Departure/return dates and times.
- Itinerary and lodging details.
- Faculty/staff trip leader contact information.

Copies of the manifest must be retained by the Office of the Vice President for Student Affairs/Dean of Students, the sponsoring department, and the trip leader.

4.4b Financial Procedures

- **Travel Advances:** Faculty/staff may request cash advances to cover student group per diems or emergency expenses.
- **Travel Cards:** Institutional travel cards may be used by faculty/staff for student travel expenses, but not issued directly to students.
- **Reimbursements:** **Approved out-of-pocket expenses** must be submitted with original itemized receipts within ten (10) days of travel return.
- **Receipts:** All expenses must be documented by original receipts. Missing receipts require an affidavit of expense.
- **Reconciliation:** Expense reports and reconciliation are due to the Business Office within ten (10) days of return.

4.5 Driver & Vehicle Use Requirements

- Drivers must adhere to the Talladega College policy regarding driver eligibility and age requirements as long as they meet the minimum state requirement.
- Drivers of College-owned or leased vehicles must be College-approved drivers under established selection and training requirements.
- College vehicle policies strictly prohibit zero alcohol consumption, driving under the influence, and open containers for both drivers and passengers. Violating these rules leads to immediate loss of driving privileges, job discipline, and legal consequences.
- No driver may operate a vehicle within 12 hours of consuming alcohol or any impairing substance.
- No student is required to use their personal vehicle for College business.

4.6 Standards of Conduct

Students participating in approved travel are expected to uphold the Talladega College Code of Conduct, comply with all College policies, and adhere to applicable local, state, and federal laws. Any violations may result in disciplinary action by the College and may also carry legal

consequences.

4.7 Liability Provisions

Assumption of Risk

By reserving a seat or participating in College-related travel, passengers acknowledge and accept the inherent risks of vehicular and group travel.

Waiver of Liability

Before participating in any College-related travel, all passengers must sign a waiver releasing Talladega College, its trustees, officers, employees, and agents from liability for injury, accident, or loss, except in cases of gross negligence or willful misconduct.

5. EDUCATION AND COMPLIANCE

The Office of the Vice President for Student Affairs/Dean of Students will monitor compliance through the review of submitted travel forms and annual audits.

Post-Trip Reports: The employee trip leader must submit post-trip reports within ten (10) business days of return; except with cash return, any funds should be returned within one (1) business day of return.

- Finalized participant list.
 - Trip summary (purpose, outcomes, incidents).
 - Financial reconciliation.
 - Any compliance or safety concerns.

The Business Office will create the appropriate forms.

6. PUBLICATIONS

This policy shall be published in the Student Handbook, the Faculty & Staff Policy Manual, and on the Talladega College website.

7. REVIEW SCHEDULE

- Next Scheduled Review: July 27, 2029
- Approval: July 27, 2026
- Revision History:
- Supersedes:

8. FORMS

- Student Travel Request for Authorization
- Student Travel Code of Conduct
- Waiver of Liability, Assumption of Risk & Indemnity
- Student Emergency Medical Treatment Authorization