

# TEXAS SOUTHERN UNIVERSITY



## STUDENT TRAVEL MANUAL

You **MUST** read and acknowledge that you understand the guidelines and policies in order to be approved for travel by the  
**UNIVERSITY AND  
COPHS OFFICE OF STUDENT SERVICES**



**TEXAS SOUTHRN UNIVERSITY**  
**College of Pharmacy and Health Sciences**

**Student Travel Guidelines**

**INSTRUCTIONS:** Please read this document and sign the acknowledgment of student travel policies and procedures form to confirm understanding.

1. Request for Financial Assistance

All requests for financial assistance with student travel are directed to the Assistant Dean for Student Services at least **SIX WEEKS** in advance of the travel by the faculty/staff advisor if student organization (reimbursement will be based on availability of funds). **Please note that a travel packet is required even if reimbursement is not being requested.**

A travel packet must be on file in OSS for student organizations requesting travel.

- The request should be made in writing and **include** the purpose of the trip, dates, itemized budget, list of students proposing to travel (submit template on website), and the organization's monetary contribution to the trip. (Be sure to state what you would like **COPHS to contribute – be specific, i.e. registration, hotel, mileage, airline, or ALL**).
- A copy of the preliminary program or meeting announcement confirming the budgeted items should be attached.
- A report summarizing activities conducted by the organization (previous or current semester) that are consistent with program goals at the national level should also be attached.
- The letter should be dated and signed by the president and a faculty advisor with a copy to the second advisor.
- Students on rotations should attach documentation for notification to be excused from site.

2. Travel Arrangements

Travel arrangements and documents should be coordinated with **Ms. Angela Offurum** in the Office of Student Services Monday-Thursday from 9:00 am-4:00 pm. The Assistant Dean of Student Services will then provide approval.

3. Complete Travel Forms and Review University Travel Policies

- TSU "Authorization for Student Travel" Forms should be completed. Each student traveling must complete: (1) TSU Authorization for Student Travel (2) TSU Authorization for Student Travel Emergency Contact form (address used to mail check) and (3) Waiver of Liability and Hold Harmless Agreement form. A Student Travel Checklist is attached for each group who will participate in the trip.

- Student (s) must review the University policy regulating student travel and submit **acknowledgement of student travel policies and procedures form**.
- Student (s) must complete the **mandatory student travel training and receive an 80% or higher on the travel quiz**.

**All blanks must be completed. Approval cannot be given without your complete information, including emergency contact. NOTE: A copy of your driver's license (if driving) or id, personal health insurance card, and personal vehicle insurance card (if driving) are required. All items must be current and not expired.**

#### 4. Obtain Approval/Signatures

Students will not be approved alone without a faculty or staff person. This is especially significant for research meetings where only one or two students may be attending. The faculty and student are responsible for locating an adjunct faculty or other TSU staff person that will assume responsibility for the student. This person must contact the Office of Student Services and agree to be listed on the Authorization to Travel form as the responsible party.

The authorization for student travel form should be signed by a Faculty Advisor as the requesting person and returned to the Office of Student Services for approval signatures of the Assistant Dean of Student Services as the Department Head and the Dean. The form is forwarded to the Vice-President of Student Services for approval prior to travel.

NOTE: (1) A student who proposes to travel must have demonstrated participation in the organization's programs and activities (verified by faculty/staff advisor) and be in good academic/non-academic standing (verified by OSS). (2) **Approval must be obtained for ALL students proposing to travel, including students that are not requesting financial assistance.**

**ALL travel requests must be made at least six (6) weeks prior to travel.** This allows for time to process travel requirements, including but not limited to the following examples: budget considerations; review academic and disciplinary requirements in the Office of Student Services; obtaining approval signatures from advisor, Office of Student Services, Office of the Dean, Office of the University Vice-President of Student Services, and Office of the Provost (this represents five offices and consideration must be given for holidays and in instances where the person authorized to sign is not available, sometimes themselves being away on travel).

Students must be in good standing for travel approval, this includes good academic standing (i.e., not on probation, continued probation) and disciplinary. Disciplinary incidents received in the Office of Student Services will be taken into consideration.

**Approval for travel must be obtained for ALL students who travel to represent the university, including students not requesting financial assistance.**

Therefore, even if you are paying for the total expenses of the trip, you are still representing the university and require approval for travel.

Therefore, even if a grant is paying for the total expenses of the trip; you are still representing the university and require approval for travel.

**NOTE:** There were incidences of student travel that resulted in negative publicity for the university. In several instances proper procedures were not followed for student approval to travel.

**Students must be enrolled at the university for the semester of travel. This is especially important during summer travel where students may not have classes for enrollment, but still desire to travel to a summer meeting.** Please notify the Office of Student Services at least six weeks prior to travel, if you think this will apply to you for summer.

**An approved list of students will be provided to the Faculty/Staff Advisor, Chapter President, and Office of Experiential Training.** Preceptor or Internship Supervisor approval does not supersede University Approval.

#### 5. Notification of Travel

A Faculty/Staff Advisor should give notification of students participating in the travel activity to faculty teaching classes that will be impacted by the travel.

#### 6. Travel Report

Following the trip, a Student Organization Travel Report Form along with all receipts (if student has requested reimbursement) is completed and submitted to the Office of Student Services by the Faculty/Staff Advisor or designee (Chapter President). Each student must submit an individual report detailing meetings/sessions attended and the benefit obtained from the meeting. **The president or highest ranking officer attending must include any special awards or recognition obtained by the group at the meeting and any national or regional offices won by TSU students attending the meeting.** A copy of the report is forwarded to the Dean's Office as required for funding of travel. **ALL RECEIPTS - Should be submitted with Travel Report, within two weeks of return date of travel. Reports submitted after this deadline will not be accepted for reimbursement.**

Reimbursement for travel will NOT be processed until the travel report and receipts are submitted.

**NOTE: The Office of Student Services will not accept any student travel packets with incomplete forms or missing documents.**

## Do's and Don'ts Regarding Reimbursement for Expenses

### TO DO'S FOR TRAVEL

When submitting travel packet for approval:

A. Please have travel checklist completed and attached to front of travel packet (travel packet will not be accepted if checklist is not completed and signed by Advisor). Travel packets **will not** be accepted by the Office of Student Services if any required documentation is missing.

1. Adhere to criteria for travel established by organization(s) and the Office of Student Services

#### OSS Criteria

- a. Good Standing (academic/non-academic)
- b. Acknowledgment of Student Travel Policies and Procedures Form
- c. Completion of Mandatory Student Travel and Passing Score on Quiz
- d. Student Organization Registration Packet on file in OSS
- e. Satisfactory review of previous travel

#### Reimbursement Eligibility

- a. **Priority for reimbursement will be given to students who are presenting, competing, running for regional/national positions, receiving awards, or serving as current officers of COPHS student organizations.**
- b. Reimbursement will be provided based on allotted funds each academic year for students who attend local, state, regional, or national conferences or meetings.

B. Please complete travel template (to be completed by President of organization)

When submitting documentation for reimbursement, please be sure to:

A. **ALL RECEIPTS - Should be submitted with Travel Report, within two weeks of return date of travel. Reports submitted after this deadline will not be accepted for reimbursement.**

1. Hotel – should have hotel name, cost of hotel and how paid (i.e. credit card, check, cash, etc.) **All** names of students staying in same hotel room must be listed on hotel bill. **Note:** If there are four people staying in room, bill can be broken down into individual bills.
  - a. Please note that the maximum amount allowed for in-Texas hotel stay is **\$85.00/night per person + city taxes—does not pay state taxes for Texas.**
  - b. **Always ask for state rate when making hotel reservations.**

2. If hotel is paid for in advance, please **DO NOT** forget to get a copy of the checkout bill and give to Angela Offurum in the Office of Student Services.
  3. Airline Ticket – name of airline, departure/arrival date and time, cost, and how paid, etc.
  4. Registration Information: cost of registration and how paid (i.e. credit card, check, cash, etc.) date of conference/seminar, etc. (When submitting receipt for payment, should be on organization's letterhead – if not on organization's letterhead, it **WILL NOT BE ACCEPTED**)
- B. If driving, please include names of student along with driver's license number.
1. The current rate for mileage is **54 cents** per mile. **PLEASE SUBMIT MAPQUEST, GOOGLE MAPS, ETC. TO BE REIMBURSED FOR MILEAGE.**
  2. If you are using a **rental car**, please note that you can only be reimbursed for the **cost of the rental car** and not the mileage. You can only be reimbursed for **mileage** if you use your **personal vehicle**.

**TEXAS SOUTHERN UNIVERSITY**  
**COLLEGE OF PHARMACY AND HEALTH SCIENCES**  
Student Organization Policies

- A copy of the University Packet submitted to register student organizations **MUST** be submitted to the Office of Student Services (OSS) with the **SAME DEADLINE** as the university deadline. This information is maintained on file in the OSS.
- Organization Officers and their contact information must be updated during the academic year as necessary
- Newly elected officers and contact information should be submitted to the OSS by May 31<sup>st</sup> of the academic year.
- A representative of each student organization **MUST** be present at OSS called meetings and meetings called by the Dean. (NOTE: Please note that one student cannot represent multiple organizations. The intent is to foster more student involvement in college decision-making).
- OSS **MUST** be notified of Student Organization Activities at least **ONE WEEK** prior to the activity through the google calendar. Activities include speakers and on campus professional activities.
- Monthly report must be submitted to Dropbox by the 15<sup>th</sup> of each month unless notified.
- The Community Service Report should be completed for each student organization that participates in community outreach activities and turned in to the OSS at the end of each semester. The reports will be maintained with the organizational file.
- Approval of speakers **MUST** be approved by the faculty or staff advisors prior to contacting the speaker.
- Organizations **MUST** adhere to the College and University Student Travel Guidelines that govern travel by students and student groups (NOTE: Guidelines may be obtained from the OSS or the OSS website).



## STUDENT TRAVEL CHECKLIST

NAME OF ORGANIZATION \_\_\_\_\_

### TO BE COMPLETED BY FACULTY ADVISOR

- Purpose of Trip
- Date(s) of Trip
- Itemized Budget
- Travel Template (to be completed by President of Organization)
- List of Students Proposing to Travel
- Organization's Monetary Contribution to Trip
- COPHS Contribution **(be specific, i.e., registration, hotel, airline**
- Copy of Preliminary Program or Meeting Announcement Confirming Budgeted Items (Please attach)
- A Report Summarizing Activities Conducted by the Organization that are Consistent with Program Goal at the National Level
- A Letter Dated and Signed by the President and a Faculty Advisor with a Copy to Second Advisor
- Student(s) proposing to travel must have Demonstrated Participation in the Organization's Programs and Activities
- Travel Report (turned in after trip—not before you leave for trip)

Faculty Advisor: \_\_\_\_\_

(Signature Required)

Date: \_\_\_\_\_

## STUDENT TRAVEL CHECKLIST

NAME OF STUDENT \_\_\_\_\_

### TO BE COMPLETED BY FACULTY ADVISOR

- Authorization for Student Travel form
- Waiver of Liability and Hold Harmless Agreement form
- TSU Authorization for Student Travel Emergency Contact form
- Acknowledgement of Student Policies and Procedures for Travel form
- Identification (Student ID/State ID/Driver's License)
- Proof of Health Insurance
- Proof of Vehicle Insurance for **Driver** (only if you are driving)
- MUST** be in good academic standing
- Have no disciplinary issues
- Letter of **Approval** from **Preceptor** if on rotations or beginning rotations

Faculty Advisor: \_\_\_\_\_  
(Signature Required)

Date: \_\_\_\_\_

**Texas Southern University**  
**POLICY AND PROCEDURES REGULATING STUDENT TRAVEL**  
*Adopted by the Board Regents on June 14, 2002*

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**1.0 Purpose**

In accordance with Texas Higher Education Code Section, 51.949, Student Travel, Texas Southern University has adopted policies and procedures to govern travel by student and student groups. These policies and procedures apply to students and student groups traveling to an event or activity both more and less than twenty-five (25) miles from the University campus.

- 1.1 It is the policy of Texas Southern University (TSU) to assure that all student groups who travel on its behalf do so under conditions that assure their safety and that they are effective representatives of the university.
- 1.2 The University will inform students and student groups and their sponsors of these procedures in writing and will provide ongoing training for faculty and staff on the expectations, regulations, and procedures that govern student travel at Texas Southern University.

**2.0 Definitions**

- 2.1 Authorization to Travel Form:
- 2.3 Certification: A signed statement by the Responsible Party indicating that a student or participant in a student travel group is properly enrolled in the university at the time the student travel occurs.
- 2.4 Driver Certification: Certification received by a University employee after completing the driver certification program. Employees receive a driver certification card upon successful completion of the certification program.
- 2.5 Enrolled Student: Any person who is identified as enrolled at the University during the current semester. Enrollment can be confirmed through inquiry of the university's registration system.
- 2.6 Representing the University: Each student and/or member of a student group, faculty and staff member will be considered to be representing the University when attending University-organized or sponsored activities or events. When traveling with a student group, each member of the group is considered to be representing the University by virtue of inclusion on a list relating to the specific student travel.
- 2.7 Responsible Party: The faculty or staff member who certifies that the student group is official and that each group member's enrollment status is current. The Responsible Party is also responsible for ensuring that the travel is being funded from the proper funding sources and for verifying that the intended travel is in the interest of the university. The Responsible Party must be from the administrative level of Dean of the College/School or Department Head or higher.
- 2.8 Student Group or Organization:
- 2.9 Student Travel: Trips by students or student groups to University-organized or sponsored activities or events; activities or events that require students to be away from the Texas Southern University campus as representatives of the university.
- 2.10 Travel Sponsor: The person who is directly responsible for all the individuals participating in the travel. The Travel Sponsor's responsibilities include proper preparation of the participants on appropriate behavior and guidelines for travel. This party is also responsible for ensuring that the travel has been properly approved. The Travel Sponsor will accompany the students at all times

during the student travel.

### **3.0 Objectives**

The objectives of this policy are as follows:

- 3.1 To ensure that all students or members of student groups who travel as representatives of the University are clearly identified as such.
- 3.2 To ensure that students who travel are properly enrolled at the university.
- 3.3 To ensure that the responsibility for student travel is affixed to the responsible person.
- 3.4 To ensure that the university has complete and clearly written documentation on all travel by student groups.

### **4.0 Student Travel Guidelines**

- 4.1 Students are not permitted to drive University-owned or leased vehicles. Faculty or staff members who have been certified to drive University vehicles must drive on any University-organized or sponsored trip involving the transport of students.
- 4.2 Alcohol and drug use is prohibited during any University-organized or sponsored travel.
- 4.3 Students are governed by the Student Code of Conduct as outlined in the Student Handbook and Student Code of Conduct while on University-organized or sponsored travel. This includes attendance at conferences, workshops, programs, events, and activities.
- 4.4 All student groups traveling for the purpose of attending conferences, workshops, programs and events representing either their student organizations or the university must follow the procedures as prescribed herein. Students shall:
  - 4.4.1 Conduct themselves in a manner that positively reflects upon themselves and Texas Southern University.
  - 4.4.2 Participate fully in the conference or workshop by attending all programs and events as outlined by the conference, workshop, programs, activities, and events as outlined by the hosts or sponsors. If participating as a group, the group will seek to attend as many different sessions as possible in order to obtain the greatest amount of information and/or resources.
  - 4.4.3 Dress appropriately for the conference or event based on the guidelines provided by the conference or event organizers. Any questions regarding dress should be directed to the advisor(s) or the conference organizers prior to leaving.

### **5.0 Procedures**

These procedures shall govern all student travel to an event or activity that is organized and sponsored by the university shall adhere to the following procedures:

- 5.1 The travel sponsor will obtain a student travel information package from the Associate Provost for Student Services. The package will contain the necessary forms and guidelines for travel by student groups.
- 5.2 All requests for approval of travel involving student groups must be submitted to the office of the Associate Provost for Student Services at least two (2) weeks in advance of the travel date.

- 5.3 The Associate Provost for Student Services may approve the request for travel when all required documents have been received.
- 5.4 The Dean of Students' approval must be obtained before submitting the completed authorization to travel form to the Purchasing Department for processing.
- 5.5 The authorization to travel form will be used to document student group travel. The form must state:
- 5.5.1 the intended destination;
  - 5.5.2 the purpose of the trip;
  - 5.5.3 the nature of activities during the trip;
  - 5.5.4 the length of stay, and name of lodging if the trip is an overnight stay;
  - 5.5.5 the name of the faculty/staff person accompanying the student(s);
  - 5.5.6 the mode of transportation;
  - 5.5.7 the list of students who will participate in this trip, and;
  - 5.5.8 the appropriate funding sources, whether or not paid for by the University.
- 5.6 The Associate Provost for Student Services must approve the authorization to travel form.
- 5.7 The Fiscal Office will not process the authorization to travel form for student travel unless the form is signed by the Department Head, Vice President or Dean of the College/School and the Dean of Students.
- 5.8 The University considers failure of employees to comply with these procedures a direct violation of established policy. Violation of some provisions by a University faculty or staff member may be of such seriousness that it will result in disciplinary action ranging from reprimand to termination. Any such disciplinary action will be taken through normal established procedures.
- 5.9 Exceptions to the procedures will require written approval from the Vice President or Dean of the college/school.

## **6.0 Faculty or staff operation of motor vehicles to transport students**

- 6.1 Any faculty or staff driver who transports students must comply with the University's policy relating to operation of motor vehicles. He or she must have a valid Texas Driver's License to operate the vehicle being driven and be certified to drive under the University's driver certification plan. He or she shall have a driver's license and certification card in his or her possession at all times while transporting students. All drivers shall notify the University's Safety Officer of any changes in license status.
- 6.2 Any driver operating a University-owned or leased vehicle to transport students, or operating his or her personal vehicle to transport students, must comply with the following:
- 6.2.1 Each vehicle shall be loaded in accordance with vehicle manufacturers' recommendations. Vehicles may not be loaded with more passengers than manufacturers' recommended passenger load. The number of occupants in a vehicle shall not exceed the number of working seat belts in the vehicle.
  - 6.2.2 All passengers must be seated and required to wear seat belts while the vehicle is in motion.
  - 6.2.3 Drivers shall not transport passengers such as hitchhikers, family members or friends for unauthorized use.
  - 6.2.4 Drivers shall turn the vehicle ignition off, remove the keys, and lock the vehicle when it is left unattended.
  - 6.2.5 Drivers should never drive the vehicle at speeds that are inappropriate for the road, weather or traffic conditions.

- 6.2.6 Drivers should not smoke.
- 6.2.7 Drivers should not eat, drink, use a cellular telephone or operate any equipment that may distract or interfere with the safe operation of the vehicle.
- 6.2.8 Use, possession or transporting of weapons, illegal substances and/or alcohol is forbidden on University-organized or sponsored trips.
- 6.2.9 Drivers should not use radar/laser detection devices or wear headphones/earphones while operating University-owned or leased vehicles.
- 6.2.10 Drivers should observe state and municipal traffic laws at all times.
- 6.2.11 Drivers should drive courteously and defensively.
- 6.3 A driver shall assume responsibility for any and all fines or traffic violations associated with his or her use of a University-owned or leased vehicle.
- 6.4 Operators should recognize that driving a vehicle for long hours is challenging and should practice certain safety precautions for staying safe and alert. Student trips should be planned in accordance with the following restrictions:
  - 6.4.1 The maximum number of hours that a driver may drive in any calendar day is eight (8) hours.
  - 6.4.2 The maximum number of hours a driver may drive in a week is forty-eight (48) hours.
  - 6.4.3 Every driver must take a rest period of a least twelve (12) hours between his/her driving period.
  - 6.4.4 The maximum number of hours any passenger car or van may be driven during any calendar day is twelve (12) hours.
  - 6.4.5 Drivers should get enough sleep prior to the trip.
  - 6.4.6 Avoid medication before driving, especially if the label warns against operating vehicles while taking the medication.
  - 6.4.7 Keep the vehicle well ventilated.
  - 6.4.8 Divide the trip in reasonable segments and take frequent short breaks.
  - 6.4.9 When drowsy, stop for the night or pull off at a safe place and rest.
  - 6.4.10 Avoid any type of drug to stay awake.

## **7.0 Student Organizations**

- 7.1 This procedure shall be on file in the department requesting the vehicle(s). When more than one vehicle goes on a trip outside the Houston area and only a university faculty or staff member is along, the vehicles shall travel as a caravan. There shall be two faculty or staff drivers who are certified to drive each vehicle.
- 7.2 In the event a Transportation Center vehicle is not available, the appropriate Department Head, or his or her representative, may authorize the use of a personal vehicle or the lease of a vehicle from a local rental agency on a per trip basis.

- 7.3 Registered student organizations are free to make such off-campus trips as are deemed worthwhile by the membership and sponsors of the organization. Students and their parents should understand that participation in such off-campus trips and activities is at the student's own risk. If personal injury or accident should occur to students or other persons during such activities, Texas Southern University will assume no responsibility, financial or otherwise.
- 7.4 Faculty and staff sponsors and organizations officers are urged to take all possible precautions to ensure the safety and well being of all persons participating in the off-campus activity.
- 7.5 There are no official registration procedures for official off-campus trips, and there are no official class absences for students who participate in off-campus trips by student organizations. Students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip. Instructors will be free to set their own requirements for class work missed under such circumstances; they must grant students an opportunity to make up all course work missed while participating in an official off-campus trip.

## **8.0 Reporting Accidents**

Texas Southern University employees driving University-owned or leased vehicles are required to report all accidents or other losses in accordance with these guidelines. In the event of an accident:

- 8.1 Stop immediately, take the necessary steps to prevent another accident, and report the accident to the local police department and/or emergency medical services so that an official report can document the accident.
- 8.2 Render aid to the injured until help arrives.
- 8.3 Call the Texas Southern University Police Department at (713) 313-7000.
- 8.4 Obtain the following information from the other driver in the event of an accident:
  - 8.4.1 year of the vehicle,
  - 8.4.2 make and model of the vehicle,
  - 8.4.3 color of the vehicle,
  - 8.4.4 vehicle license plate number, and
  - 8.4.5 driver's license number of the other driver.
- 8.5 Do not make any statement, oral or written, as to who was at fault. Any admission of fault may impair the insurer's ability to defend a case of questionable legal liability. The appropriate legal authority will decide fault or liability.
- 8.6 Record the names, addresses, and phone numbers of all witnesses.
- 8.7 Provide all required information to law enforcement officers.
- 8.8 If the vehicle is inoperable, the driver should contact the Police Department at (713) 313-7000 for towing instructions. When towing a vehicle, remove the logbook, keys, fuel cards and all property, which might be lost or stolen.
- 8.9 Upon return to campus, immediately contact the Environmental Health and Safety Department to complete a Vehicle Accident Report form.

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT  
FOR  
TEXAS SOUTHERN UNIVERSITY

1. In consideration for receiving permission to participate in the \_\_\_\_\_, I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE Texas Southern University, The Board of Regents, The State of Texas. Their officers, agents, servants, or employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or any of the property belonging to me. WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.

2. I am fully aware of the risks and hazards connected with this activity, including but not limited to travel risks and/or \_\_\_\_\_. I hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an activity, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES OR otherwise

3. I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise.

4. I understand that Texas Southern University does not maintain any insurance policy, other than fleet insurance coverage, covering any circumstances arising from my participation in this event or any activity associated with or facilitating that participation. As such, I am aware that I should review my personal insurance portfolio.

5. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT USE the above-named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Texas.

6. IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

PARTICIPANT

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

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If Participant is under the age of 18, Parent/Guardian consents to the minor's participation in the event, consents for Texas Southern University to seek reasonable and necessary medical treatment for participants during such event or associated activities, and agrees to be responsible for any cost such treatment.

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Parent/Guardian Signature

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Date



**TEXAS SOUTHERN UNIVERSITY  
HOUSTON, TEXAS**

**AUTHORIZATION FOR STUDENT TRAVEL**

\_\_\_\_\_ Date

Texas     U.S.     International

**TO:** Associate Provost for Student Services  
And Dean of Students

**RE:** Authority for Student Travel  
**STUDENT'S NAME:** \_\_\_\_\_

College/School: COPHS

Dean: Dr. Shirlette Milton

Requested by: \_\_\_\_\_

Department Head: Dr. Leslie Singleton, Asst. Dean  
Office of Student Services

Title: \_\_\_\_\_

Provost: \_\_\_\_\_

Phone: \_\_\_\_\_

President: \_\_\_\_\_

**Destination:**

Place of Destination	Address	Telephone Number	Contact Person at Destination

**Schedule of Activities:**

Nature of Activity	Departure Date	Departure Time	Return Date	Return Time

Overnight Stay     Day Trip

Length of Trip:  1 Day     2 days     3 days     4 days     5 days     Other, explain \_\_\_\_\_

If trip is overnight stay, list the place of lodging:

Name	Phone	Address

Name of person Responsible for/ Accompanying Students	Title	Address	Cell Phone

**Purpose:** \_\_\_\_\_

If this trip is a part of a class, identify the class \_\_\_\_\_

Name of instructor of the class \_\_\_\_\_

Meeting time and day of the class \_\_\_\_\_

**Mode of Transportation:**     Charter Public Carrier     Non-chartered Public Carrier

University Vehicle     Staff Automobile (Name of Driver and DL# \_\_\_\_\_)

Student Automobile (Name of Driver and DL# \_\_\_\_\_)

If mode of transportation is by airline, please provide the following information:

1.1 Name of Airline	Date of Departure	Time of Departure

**Funding Sources:**

Fund	Organization	Program	Account

Attach a list identifying all students who will participate in this activity.

**TEXAS SOUTHERN UNIVERSITY  
HOUSTON, TEXAS**

**AUTHORIZATION FOR STUDENT TRAVEL**

Name of Student \_\_\_\_\_ T# \_\_\_\_\_

Classification: \_\_\_\_\_ Major: \_\_\_\_\_

On Campus Address	Phone	Off Campus Address	Phone

**In Case of emergency, notify:**

Name	Relationship to Student	Address	Phone

**I must take the following item(s) or required documentation:**

- Personal Identification
- Personal Health Insurance Card
- Personal Vehicle Insurance Card (if driving)
- Personal Prescribed medication

**Reason for participating In this activity:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have reviewed a copy of the Policy Regulating Student Travel and agree to abide by the rules of good behavior while attending off campus activities.**

Good conduct is expected on and off campus. Any student who fails to adhere to the standards of good conduct while participating in off campus activities is subject to disciplinary action as outlined in the Student Handbook and Code of Conduct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TEXAS SOUTHERN UNIVERSITY**  
College of Pharmacy and Health Sciences

Acknowledgement of Student Travel Policies and Procedures

The College of Pharmacy and Health Sciences requires that students approved for travel (1) abide by college and university Code of Conduct rules and regulations and (2) review and agree to abide by university policies and procedures regulating student travel.

Directions:

1. Read the University and COPHS Student Travel Guidelines and Policy Manual
2. Read the copy of “Policies and Procedures Regulating Student Travel” provided, especially Section 4.0 “Student Travel Guidelines”
3. Sign the acknowledgement below.

**ACKNOWLEDGEMENT**

I acknowledge the Student Code of Conduct on Policies and Procedures Regulating Student Travel and the Student Travel Guidelines and Policy Manual and by my signature below, affirm that I will comply with the guidelines.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
T-Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

TEXAS SOUTHERN UNIVERSITY  
3100 CLEBURNE AVENUE \* HOUSTON, TEXAS 77004  
713-313-1209



College of Pharmacy and Health Sciences  
Department of Pharmacy Practice and Clinical Health Sciences  
Office of Experiential Training and Continuing Pharmacy Education

Dear TSU COPHS Preceptor –

The student named below has requested to attend an event that conflicts with the dates of their practice experience. As part of the Texas Southern University College of Pharmacy and Health Sciences approval process for professional student travel they must obtain permission from the assigned preceptor and/or preceptor of record for which these dates are scheduled to be allowed to attend.

Please take into consideration if these hours can be made-up. However, the make-up hours must not infringe upon any prospective or upcoming rotations.

Please sign below if the student may or may not be excused from site to participate. If excused, then a schedule for how the hours will be made up is required or waived (APPE student intern only for waived hours).

Name of Student Intern: \_\_\_\_\_  
Rank: \_\_\_\_\_  
Event/Activity: \_\_\_\_\_  
Location: \_\_\_\_\_  
Requested dates of absence: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_ Yes, I agree to excuse the student and they may make-up the missed hours at a time that is agreeable by the site/preceptor and the Office of Experiential Training.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Site: \_\_\_\_\_

\_\_\_\_ Yes, I agree to excuse the APPE student and they do not have to make up the missed hours.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Site: \_\_\_\_\_

\_\_\_\_ No, the student is not excused as the number of days would negatively impact the student's overall learning experience for this rotation.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Site: \_\_\_\_\_

Flora G. Estes, PharmD  
Asst. Dean, Practice Programs  
Office of Experiential Training  
[estes\\_fg@tsu.edu](mailto:estes_fg@tsu.edu)

Copy: Office of Student Services

**TEXAS SOUTHERN UNIVERSITY**  
**College of Pharmacy and Health Sciences**

STUDENT ORGANIZATION TRAVEL REPORT

**NAME:**

**DESTINATION:**

**DEPARTURE DATE/TIME:**

**RETURN DATE/TIME:**

**PURPOSE OF TRIP:**

**STATE YOUR PARTICIPATION (Attach Agenda):**

**BRIEFLY DESCRIBE THE IMPORTANCE OF THIS TRIP TO THE COLLEGE AND UNIVERSITY:**

**RECOMMENDATION(S) RESULTING FROM TRIP:**

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_