

# TRAVEL POLICIES FOR RSOS

Student organizations may travel to attend programs and conferences outside of the University. In order to maintain safety and information about student travel, the University of Houston has created a policy to help gather information regarding the travel plans.

The policy applies to travel by one or more students presently enrolled at the University of Houston, and where such travel meets the following criteria: travel that is in excess of 25 miles to a University organized and sponsored activity or event where such activity or event is either a) funded by the University, and the travel is undertaken using a vehicle owned or leased by the University or b) is required by a student organization registered at the University.

RSOs whose travel falls under the policy should review the policy and procedures outlined in the University policy. Depending on the funding source for the trip, RSOs will have to complete one of two procedures.

Student organizations that are traveling outside of the US for organizational purposes are required to go through the [Learning Abroad Department](#).

Students can also get more information on [Student Service Organizations Abroad](#).

## RSOS RECEIVING UNIVERSITY FUNDING

Student organizations should submit a [Travel Roster](#). The Travel Roster must include the traveler's name, student ID number, the name and phone number of an emergency contact person, date(s) of travel, mode of travel, destination, purpose of travel, and a notation indicating that the traveler has signed and submitted a [University Release and Indemnification Agreement](#). The completed Travel Roster must be signed by the dean or director of the university, college or department sponsoring the travel. One copy of the Travel Roster should be kept by the college/department sponsoring the travel and one copy of the Travel Roster should be received in UHDPDS Dispatch prior to travel.

## RSOS RECEIVING NO UNIVERSITY FUNDING

Student organizations should submit a [Travel Roster](#). The Travel Roster must include the traveler's name, student ID number, the name and phone number of an emergency contact person, date(s) of travel, mode of travel, destination, and purpose of travel. The completed Travel Roster must be signed by one of the three registered student organization authorized representatives and submitted to the Center for Student Involvement at least 24 hours prior to travel.

- [Manual of Administrative Policies and Procedures](#)