



## STUDENT DOMESTIC TRAVEL CHECKLIST

- Traveling within the 50 United States**  
*(If not, **STOP** here and refer to Global Education or to Risk Management & Safety for Foreign Travel guidance)*

Choose Appropriate Travel Category: *Academic or Co-Curricular*

- Academic Travel:** (Choose either **Funded** or **Non-Funded** Travel & Complete Boxes):

***Sponsored***

**Funded:**

Provost Student Air/Ground Travel Authorization Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student Conduct Agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Release, Hold Harmless, Informed Consent/Emergency Contact Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Request for Student Travel Approval/Funding Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student Private Auto and Medical Confirmation Statement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student Travel Expense Claim Form (STD 262)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Non-Funded:**

Provost Student Air/Ground Travel Authorization Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student Conduct Agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Release, Hold Harmless, Informed Consent/Emergency Contact Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Request for Student Travel Approval/Funding Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student Private Auto and Medical Confirmation Statement	<input type="checkbox"/> Yes	<input type="checkbox"/> No

- Co-Curricular Travel:**

***Sponsored*** – Release, Hold Harmless, Informed Consent and Emergency Contact

**Funded:**

VP Student Affairs Student Air/Ground Travel Authorization Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student Conduct Agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Release, Hold Harmless, Informed Consent/Emergency Contact Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Request for Student Travel Approval/Funding Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student Private Auto and Medical Confirmation Statement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student Travel Expense Claim Form (STD 262)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Non-Funded:**

VP Student Affairs Student Air/Ground Travel Authorization Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student Conduct Agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Release, Hold Harmless, Informed Consent/Emergency Contact Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Request for Student Travel Approval/Funding Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student Private Auto and Medical Confirmation Statement	<input type="checkbox"/> Yes	<input type="checkbox"/> No

- Non-Sponsored/Non-Funded Travel:** Not Applicable



**Form Completion & Record Maintenance:**

*(Internal process for the completion of forms should be determined by sponsoring department/college)*

- [Provost - Student Air/Ground Authorization Form](#)  
[VP Student Affairs - Student Air/Ground Authorization Form](#) (Copy Maintained by Sponsoring Department/College)
- [Student Conduct Agreement](#) – Maintained by Sponsoring Department/College.
- [Single Release, Hold Harmless, Informed Consent and Emergency Contact Form](#) – Maintained by Sponsoring Department/College. Copy to University Police
- [Group Release, Hold Harmless, Informed Consent and Emergency Contact Form](#) - Maintained by Sponsoring Department/College. Copy to University Police
- [Student Travel Approval/Funding Form](#) – Copy Maintained by Department/College Original to Travel when funded.
- [Student Private Auto and Medical Confirmation Statement](#) - Maintained by Sponsoring Department/College.
- [Travel Expense Claim Form \(STD 262\)](#) - Maintained by Sponsoring Department/College. Original to Travel when funded.

**Other Travel Links:**

[Accounts Payable Travel Desk](#)  
[Academic Affairs Student Travel](#)  
[Student Affairs Student Travel](#)  
[Student Life and Leadership Student Travel](#)  
[Student Field Placement](#)  
[Office of University Global Education](#)  
[CSU International Programs](#)  
[Athletics Travel](#)  
[Associated Students, Inc. Travel](#)

**Other Helpful Links:**

[CSU Travel Policy](#)  
[Executive Order 688 for Delegation of Authority](#)  
[Executive Order 970 Student Conduct](#)  
[Executive Order 1041 Student Travel](#)  
[Coded Memo FS 2009-01](#)  
[CSUSM Presidents Memo 12/1/08](#)