Walla Walla University
Domestic Student Travel Policies and Procedures

WWU is committed to reviewing, approving, and supporting university-sponsored travel which furthers its mission and core values. Those coordinating travel are responsible for understanding and following these policies and procedures. While on university-sponsored travel, the WWU Governance Handbook, Staff Employee Handbook, and Student Handbook will be in effect.

1. A domestic student travel request application is required if the travel meets any of the following criteria (Task Force missions are excluded):
   - One or more students will stay overnight;
   - Students will miss class(es);
   - The trip is an athletic trip; or,
   - The trip is an academic field trip.

2. For all university-sponsored travel involving students, it is recommended that a minimum of three people travel together for the safety of all concerned.

3. The application must be approved by the trip sponsor’s supervisor. This department chair, director, or administrator is to evaluate the application, giving consideration to available budget, use of employee time, safety concerns, and the benefits of the trip.

4. For academic travel, the application should be submitted to the Associate Vice President for Academic Administration. For any other travel, the application should be submitted to the Vice President for Student Life. The application may be referred to the Travel Proposal Committee, if necessary.

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