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 remain in effect.

1. A Domestic Student Travel Request Application is required if the travel meets any of the following criteria (excluding Task Force missions):
   - One or more students will stay overnight
   - Any class will be missed by a student (Class absences should be kept to a minimum)
   - Athletic trip
   - 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 applicant will request that the proper department chair, director, and/or administrator to evaluate and approve the Domestic Student Travel Request Application prior to submission, with consideration being given to the available budget, appropriate use of employee time, safety concerns, and the potential benefits of the trip.

4. The applicant will then submit the application to:
   - For academic travel - Associate Vice President for Academic Administration
   - For all other travel – Vice President for Student Life

5. The application may be referred to the Travel Proposal Committee, if necessary.

January 22, 2019