**Travel Policy (May 2017)**

All students who plan on traveling to professional, developmental, or organizational conferences or programs are required to notify the University as a matter of policy. Students who are planning on attending a program or conference are required to notify their program director and provide the following information at least one month prior to the conference date:

* Student full name
* X number
* Cell phone number
* Hotel or other living accommodation
* Arrival date
* Date of departure
* Means of transportation (including flight number, airline and airport, etc)

Program directors will be responsible for notifying the Assistant Director of Administration and Student Activities of the above information for all of their students who plan on traveling. The Assistant Director of Administration and Student Activities will file the above information with the University’s office of Public Safety.