**Guidelines for Approval of Out-of-State SS/PPS No. 05.01**

**Travel in the Student Success Division Issue No. 2**

 **Revised Date: 02/01/2020**

**Effective Date: 11/11/2016**

**Next Review Date: 2/01/2024 (E4Y)**

**Sr. Reviewer: Executive Assistant to the Vice President for Student Success**

1. **POLICY STATEMENTS**

01.01 The purpose of this policy regarding out-of-state travel is to assure that the resources of the Student Success Division and Texas State University are used in a prudent and fiscally sound manner.

01.02 This policy applies to students, as well as staff, who are employed in the Student Success Division at Texas State.

01.03 In all cases, university policy requires vice presidential approval for out-of-state travel.

01.04 This policy pertains to out-of-state travel only. Individuals seeking approval to travel out-of-country using university funds, should reference the [Travel Office website – Foreign Travel.](https://www.txstate.edu/gao/ap/travel/procedures/foreign-travel.html)

**02. GUIDELINES**

02.01 In the Student Success Division, it is recognized that regional and national conferences significantly contribute to the professional development of staff. This professional development contributes to making the division competitive at the national level. It is also recognized that out-of-state travel may be required in conjunction with the following activities:

1. when an individual is required to complete training for professional development;

b. when job duties, such as internship supervision or licensure, require certification or specific training which can only be obtained out of state;

c. when a student organization or group requires an advisor to accompany them when they are traveling out of state; and

d. when staff members have an opportunity to recruit and interview several qualified candidates in conjunction with a national conference.

02.02 Prior to making a commitment to serve as an officer in a regional or national organization, or to giving a presentation at a regional or national conference, approval must be obtained from the employee’s immediate supervisor. A commitment on the part of the staff member does not guarantee approval by the director for out-of-state travel. The approval to travel out of state should occur prior to any commitments to the organization or the submission of any proposal to participate as a presenter at a conference or other event.

02.03 In some instances, students may be given time away from their duties in an office to attend a conference.

02.04 In all cases, when out-of-state travel funds are requested, a statement of how the travel relates to official university business must be included on the travel application. The applicant should state why it is necessary, in the performance of their duties as a state employee, to make the trip.

a. The specific manner in which the staff member will participate should establish the fact that the participation will directly facilitate the function of the unit and that there is a reasonable, substantial, and direct relationship between the purpose of the meeting and the accomplishment of the staff member’s duties.

\*b. If a seminar or workshop is to be presented, the title or the topic should be noted in the purpose for the trip on the travel application. If the staff member is serving on a committee or as an officer of an organization or professional group, this should also be noted on the travel application.

02.05 The departmental expectation for a staff member who has an opportunity to travel to an out-of-state conference or training event is that the information that is obtained will be shared with other staff members within the department or division who can benefit from this information.

02.06 Justification must be submitted if multiple representatives of the same department want to attend the same out-of-state conference. The director, dean, or vice president may limit the number of staff members who attend the same out-of-state conference.

**03. PROCEDURES**

\*03.01 By August 1 of each year, all Student Success directors should submit a list of planned out-of-state travel for the upcoming fiscal year on the [Student Success Travel Template](https://sa.txstate.edu/pps/sapps0501SATravelTemplate.xlsx), indicating the individual who will travel, the reason for the travel, the destination and an estimate of the funds to be expended, including registration fees, food, lodging, travel to and from the conference site, and any other expenses related to the trip.

03.02 In cases where more than two representatives of the same department request out-of-state travel funds for the same event, the benefit of multiple staff members traveling should be specifically noted in the justification statement. This should occur in conjunction with the submission of projected out-of-state travel expenses prior to the beginning of the fiscal year.

**\*04. REVIEWER OF THIS PPS**

04.01 Reviewer of this PPS includes the following:

Position Date

Executive Assistant to the February 1 E4Y

Vice President for Student Success

**05. CERTIFICATION STATEMENT**

 This PPS has been approved by the following individuals in their official capacities and represents Texas State Student Success policy and procedure from the date of this document until superseded.

Executive Assistant to the Vice President for Student Success; senior reviewer of this PPS

Vice President for Student Success