# Field Trip Guidelines / Processes

This is the link for the travel policy <https://nebraska.edu/travel/travel-policy> .

**Student Travel for Field Trips**

**(**site visits, day trips or field trips that occur entirely or primarily during class meeting hours, excluding overnight stays**)**

**Travelers who travel with students when the students are:**

* Members of the Board of Regents;
* Members of an official University committee, which is traveling on University business, approved by the Chancellor’s or President’s office;
* Participants of field trips conducted as part of an approved instructional program;
* Representatives of the University such as members of performing groups, teams or research groups.

### Helpful Hints

* Procedures for obtaining transportation for students on official University travel are the same as for other University travelers except that, because of the liability, the **use of personally owned vehicles will not be approved**. Refer to the [Driving and Motor Vehicle](https://bf.unl.edu/policies/driving-and-motor-vehicles) policy site for additional information, including online forms.
* If part of the itinerary will include Group Activity Fees (such as entrance fees, special activities, museum entrance, etc.) where several entry fees are being paid, the Assistant to the Dean will try to make those accommodations so the entry is easy, and the costs are included with the trip expenses.
	+ - Contact Kendra Messer kmesser2@unl.edu  , 402-472-9216

**Step 1:**

* Designated Drivers need to book vehicle reservations: The Fleet Management travel link if the trip includes renting University vehicles - <https://fleetmanagement.unl.edu/>
* Driver’s authorizations need to be completed for drivers – please start the process at least **2 weeks** prior to allow authorizations to process. The designated driver will need:

Driver’s License

0106 is the code needed for processing the driver’s authorization

Cost center

* + - If you are anticipating renting a bus the process needs to be started at least **30 days** in advance.

**Step 2:**

* Student trip insurance needs to be submitted at least a week prior to the trip:  [**Student Field Trip**](https://app.frevvo.com/frevvo/web/tn/nebraska.edu/u/e08273c4-8403-402d-8774-dcad2f0bbfd7/app/_JWWJoQpoEeufEZj6vrN7WQ/flowtype/_K0AjcT2jEeyOWMQUTGCqWA/popupform)

**Step 3:**

* Faculty submit pre-travel request for their own travel through Concur.
	+ - If no expenses need to be submitted after trip has occurred, the travel request can be cancelled.

All charges during the trip (fuel, group activities not paid prior to the trip) need to be incurred by the faculty member for reimbursement upon return of the trip.

Meals/snacks are personal expenses of the students and are not covered/reimbursable items. Any expenses/activities that are not part of the group travel will be considered a personal expense and not considered as a reimbursable item.

Alcohol is **not** allowed on field trip travel with students.