

Field Trip Student Driver Instructions (Reimbursement)

Overview

If a field trip will have *any* student drivers, the Field Trip Coordinator must share the appropriate process with their students so that they can complete the necessary steps if they plan to drive themselves. Any student who is driving themselves independently for a field trip must follow the applicable process below and possess all of the following:

- A valid driver's license
- A good driving record
- Car insurance
- Valid Defensive Driver Training (see the processes below for more information)

Student Driver Process #2 – Reimbursement Offered (e.g., gas/mileage)

The Field Trip Coordinator must share the following steps with any student driver that they choose to secure funds for and offer reimbursement to and provide the ASC with their name(s). It's the student's responsibility to complete the required training and forms if they plan to drive themselves to the field trip and obtain reimbursement following the trip. If the student *does not* complete the necessary steps for reimbursement within the required timeline and obtain an approved travel request prior to the trip, they may not receive reimbursement following the trip. This process must be initiated **at least 4 weeks prior** to the trip date as it takes time to process the documents and set everything up.

University policy does not approve Concur Travel Requests submitted after the trip.

1. Set up a [Concur Profile](#)
 - a. If you've never travelled on University business and don't have a Concur profile setup, submit the [Vendor 204 Data Record Adobe Sign Web Form](#) so a profile can be created for you.
 - b. Once your profile has been created, follow the [Add an Expense Delegate](#) instructions to add the ASC as an Expense Delegate to submit Travel Requests and Expense Reports on your behalf.
2. Complete the [Defensive Driver Program](#) (Valid for 4 years)
 - a. [Register for the Defensive Driver Training Program](#)
 - i. If you indicate that you'll be driving others, you're considered a Volunteer, and will not be able to continue Defensive Driver registration until completing the volunteer process. The ASC will need to initiate the Human Resources Volunteer Identification

- Form process for you. You must email your completed Volunteer ID Form to the Department ASC for filing.
- ii. Your Defensive Driver registration will prompt a DMV inquiry. Upon DMV clearance, you'll be assigned the "Driving Safely, Driving Smarter" online CSU Learn course, which will take approximately 45 minutes to complete and must be completed within 30 days.
 - b. Forward the completed Defensive Driving Training Certificate (*not* the Completion Status Report with your scores) to risk@csustan.edu and cc the ASC for filing.
3. Complete/Renew the Authorization to Use Privately Owned Vehicles
 - a. Submit one of the following:
 - i. [Authorization to Use Privately Owned Vehicles STD-261 Adobe Sign Web Form](#) (For initial certification only)
OR
 - ii. [Authorization to Use Privately Owned Vehicles STD-261 Form Microsoft Form](#) (For annual renewal only – up to seven times as long as your driver's license hasn't expired)
 4. The ASC will submit your Travel Request for approval. You'll be notified when your Travel Request is submitted and approved. After your request is approved, you may travel and incur the approved expenses (itemized receipts must be kept for any purchases).
 5. Following the trip, submit itemized receipts (if applicable) to the ASC for the Expense Report. You'll be notified when the Expense Report is submitted and approved.
 6. Following your reimbursement, the ASC will close your Travel Request.

Summary of the forms you'll need to submit to the ASC before the trip:

- Vendor Date Record 204 via Adobe Sign
- Defensive Driving Certificate (*not* the Completion Status Report) via email
- Volunteer Identification (if applicable) via email
- Authorization to Use Privately Owned Vehicles STD-261 via Adobe Sign or Microsoft Forms

Contact the Music Department Administrative Support Coordinator if you have any questions about this process or require assistance.