

GEORGIA STATE UNIVERSITY STUDENT CODE OF CONDUCT AND ADMINISTRATIVE POLICIES

L. STUDENT TRAVEL AGREEMENT

Any student representing Georgia State University while attending any conference, workshop, or other activity and while traveling to and from these events is considered to be on official university business and is therefore governed by the Student Code of Conduct and other Administrative Policies. Any violation of the Code of conduct may result in appropriate disciplinary action as allowed by the Code.

In addition, all Georgia State University students on official university travel must follow the procedures below:

1. Participation

Students are expected to participate fully in the conference, workshop, or other activity by attending all programs and events as outlined by the conference when feasible. If participating as a part of a group, the group will seek to attend as many different sessions as possible in order to obtain the greatest amount of information and/or resources.

2. Proper Dress

Students must dress appropriately for the conference event based on the guidelines provided by the conference organizers and conference materials. Any questions about proper attire should be directed to the advisor or the conference organizers prior to leaving for the conference.

3. Alcohol Use

Students must comply with the Alcohol Policy while on university travel.

4. Vehicle Privileges

All trips that require usage of a University vehicle will follow all the rules as outlined by the Office of Student Life and Leadership and/or Department of Recreational Services. Failure to follow the rules may result in temporary or permanent loss of driving privileges. Such acts include, but are not limited to: reckless driving, possession and/or consumption of alcoholic beverages in the vehicle, littering, failure to return the vehicle at the agreed time, personal use of the vehicle and using the vehicle as a taxi for students.

5. Budget Office Regulations

Travelers are expected to follow the DOS Budget Office's regulation(s) for financial reimbursement and travel-expense limitations. Any expenditures not pre-authorized on the original travel authorization may not be reimbursed.