



Risk Management Department

MEMORANDUM

Date: June 22, 2016

To: All University Personnel

From: David Petersen, Managing Director
Risk Management, Safety and Compliance Department

RE: **Travel Exception Approval Requirements**

All students must follow the Student Travel Policy for BYU-related travel. If a student is unable to fulfill all the requirements in the policy, a travel exception request may be submitted.

A travel exception is required when:

1. Not using commercial carrier transportation (Plane, Bus, Train, Taxi/Cab, Subway, etc.)
2. Using or riding in a personal vehicle
3. When driving more than 10 hours in a day (24-hour period)
4. When any combination of working, studying, going to class or other activities combined with driving will exceed 14 hours in a day (24-hour period). *Note: driving between the hours of 12:00am and 6:00am is not permitted unless within 50 miles of destination.*

All individuals traveling on university business and desiring a travel exception must submit the required travel exception request paperwork. Travel exception request paperwork includes the *Student Travel Authorization* form and the *Risk and Release* form. If an individual is using a privately owned vehicle anytime during their travel, the *Use of Personal Vehicles Statement of Understanding* document must also be submitted.

Travel exceptions must be submitted to the Risk Management, Safety and Compliance Department at least two weeks prior to the scheduled travel and must be the original signed documents and must be free of alterations. Altered waivers and picture-taken documents will not be accepted.

Travel exception paperwork must be signed by the appropriate Dean, Department Chair, Supervisor and/or Department Head before submission to the Risk Management, Safety and Compliance Department.