



Travel/Vacation Policy

Whenever a sponsored student leaves the Hawaiian Islands or takes time off from work, we consider this travel/vacation. We understand that students might need to travel for personal reasons (e.g. visit family/friends, wedding, etc.), however, travel must not interfere with their scheduled classes. In order for us to make sure that students are fulfilling their responsibilities both at school and work, the following process must take place in order for a sponsored student to travel.

Process

All travel must first be approved by a counselor BEFORE tickets are purchased. Travel information and reasons for travel should be explained using the Scholarships Vacation Travel Request Form. A flight itinerary must be submitted to confirm the dates of travel after approval has been received. Students are responsible for their own travel cost. (NO Buddy passes allowed)

In order for students to travel they will need to meet 5 criteria:

1. Must be enrolled for 2 consecutive semesters before they can request to travel
2. Must get approval signature from their employment supervisor/manager
3. Must be current with their BYU–Hawaii financial student account
4. Must be in good academic standing
5. Travel must not interfere with scheduled classes. After approval has been received from the Hukilau program committee, students are responsible for their own travel costs.

Travel requests should not be longer than two weeks. Traveling for more than two weeks is highly discouraged for several reasons.

- Employers of students may have travel policies that do not allow for students to take more than two weeks off.
- Students have committed to assist with the cost of their education through continuous employment.
- The University is paying for facilities and resources (e.g. Housing and a meal plan) that are not being used while the student is traveling.

All travel request for more than 2 weeks will need to be reviewed and approved by an exceptions committee. Any exceptions to the policy will also need to be reviewed and approved by the same committee.

A housing daily rate will apply.



Instructions

Travel Request Process and Checklist

1. **Complete second page and make sure all blanks are filled in.**
2. Meet with your work supervisor or manager to discuss the vacation dates.
 - a. Presenting this form to your supervisor does not mean approval from the exceptions committee.
 - b. If your supervisor does not authorize you to travel, your travel request may not be approved.
3. If your travel is approved, you must bring a copy of your flight itinerary prior to travel to confirm dates and destination approved by the Scholarships Coordinator.
4. Must resolve any outstanding medical co-pays and/or have a payment plan in place.



Scholarships Vacation Travel Request Form

Legal Name: _____ BYUH ID: _____
Last Name First Name

Email Address: _____ Telephone: _____

Destination: _____ Travel dates: _____ to _____
City and Country Departure Date Return Date

of days traveling: _____ (Travel should not exceed more than 14 days, see travel policy)

_____ (initials) I have reviewed the travel policy, along with the process and checklist.

Please specify the reason for traveling (if you need more space, please attach a brief, typed letter)

International Student (please initial below)

- ___ Spoke to Work Supervisor/Manager
- ___ Visited ISS
- ___ Checked passport, Visa, DS2019 expiration dates
- ___ Resolved any outstanding medical balances/have a payment plan in place
- ___ Brought copy of itinerary

Domestic Student (please initial below)

- ___ Spoke to Work Supervisor/Manager
- ___ Resolved any outstanding medical balances/have a payment plan in place
- ___ Brought copy of itinerary

(For office use only)

Probation: Y N

Previous Travel: Y N

Exceptions Meeting Date: _____

Decision: Approved Denied Pending