



Brigham Young University–Hawaii Financial Aid & Scholarship Office



Travel/Vacation Policy

Whenever an IWORK student leaves the island of Oahu 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 our IWORK students are fulfilling their responsibilities both at school and work, the following process must take place in order for a student to travel.

Process

All travel must first be approved by an IWORK counselor **BEFORE** tickets are purchased. Travel information and reasons for travel should be explained using the IWORK Request for Travel 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 6 criteria:

1. Must complete 2 consecutive semesters **BEFORE** they can request to travel
2. Must get approval signature from their employment supervisor/manager and HR
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
6. Must meet with a SMB representative to get clearance from any outstanding medical co-pays and/or have a payment plan in place.

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

- Employers of IWORK students (PCC) have travel policies that do not allow for students to take more than two weeksoff.
- IWORK 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 the IWORK committee. Any exceptions to the policy will also need to be reviewed and approved by the IWORK committee.

The IWORK program will **NO LONGER** pay for any daily rates of pleasure vacation when an IWORK student is approved to travel, whether the student is traveling for the first time or second time, 14 days or more.

The following required costs for students traveling **MUST** be paid before the student travels.

Cost to Travel		
TVA	Hale w/o Kitchen	Hale w/ Kitchen
\$16.50/student/day*	\$30 per day*	\$23 per day*

Note: *The daily rate will change based on the current Housing Costs



IWORK Vacation Travel Request Form

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 IWORK exceptions committee.
 - (b) If your supervisor does not authorize you to travel, your travel request may not be approved.
3. **If travel is approved and your destination is outside of the U.S., you must go to the International Student Services (ISS) Office to sign your DS-2019 before departure.**
4. If your travel is approved, you must bring your **flight itinerary** prior to travel to confirm dates and destination approved by the IWORK Program.
5. It is your responsibility to check the expiration dates of your passport, visa, and DS-2019.
6. Must resolve any outstanding medical co-pays and/or have a payment plan in place.

Signature by Student Medical Benefit (SMB) representative.

By signing below, I acknowledge that I meet all the requirements of the IWORK travel policy and I understand my responsibilities within the travel request process.

Print Name

Signature

Date



Financial Aid & Scholarship

IWORK Vacation Travel Request Form

BYUH ID: _____
Legal Name: Last _____ First _____

Telephone: _____
Email Address: _____

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

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

_____ (initial) I have reviewed the travel policy.

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

I certify that the information on this form and all attached documentation is true and complete to the best of my knowledge

Signature: _____ Date: _____

For PCC or BYUH Employer (Please check one of the following)

When the student returns from the travel dates above, will the student job be intact or not intact? (Check one of the boxes below)

Job intact

Job NOT intact

Supervisor's Name (Print) _____ Supervisor's Signature (if applicable) _____ Date _____

PCC HR Signature (Matt): _____ Date: _____

For Office Use Only

Family Contribution: _____

Exception Meeting Date: _____

Major: _____

IWORK Decision: (circle one)

Cumulative Credits earned: _____

Approved Denied Pending

Cumulative GPA: _____

Comments: _____

Expected Graduation Date: _____

Probation? Y N

Met with Counselor on this date: _____

Previous Travel? Y N

Financial Aid Counselor: _____

Dates of Previous Travel: _____ to _____

Purpose of Travel: _____