**University of Arkansas**

**Department of Electrical Engineering**

**Student Code of Conduct While Traveling on Department Business**

**Introduction and Purpose:**

University students who travel to attend conferences, for competitions or for research should remember that they are traveling for a business purpose and in this capacity are representing the Department of Electrical Engineering. As such, student behavior should always be professional, keeping in mind that the primary purpose of the travel is for business. Safety should be of number one importance, although it is okay to have fun. As a departmental representative whose travel is being supported by the Department, students are expected to participate fully in events, such as attending technical sessions at the conference, participating in networking events, etc.

Travel of University of Arkansas personnel is governed by various University and College policies. These will not be repeated, but are listed below as a reference. In addition, other relevant points have been included.

**Common mistakes:**

* A travel authorization request should be completed in advance of the travel and be approved by their faculty supervisor.
* Airline tickets should be purchased a minimum of 21 days in advance of travel, if at all possible as a cost saving initiative. Also, every effort should be made to avoid a change (early return, etc.) due to the excessive additional costs associated with changing the airline itinerary.
* When renting a vehicle, we are required to utilize the existing University providers (Enterprise Rental Car or Hertz Rental Car as stated in policy found here: <http://travel.uark.edu/515.php>). In addition, travelers should waive the insurance as our contract provides for this coverage. Travelers who utilize other rental agencies or who acquire insurance may not be reimbursed for this expense.
* Each travel destination has a Federal per diem allowance for food (www.gsa.gov). Travelers are permitted to claim **actual** expenses, up to, but not to exceed the per diem. Thus, no traveler should automatically claim the per diem. Receipts for food will be collected.
* Receipts are needed for hotel, rental car, gasoline, parking, taxi and other expenses. We are required to submit these with the claim so please make every effort to provide all receipts.
* Travel Claims for reimbursement should be completed and submitted within **5 days** upon completion of the trip.

**Relevant policies:**

* University of Arkansas Travel Policies <http://travel.uark.edu/> (includes information for travel advances, claims)
* UA Guide to Traveling <http://travel.uark.edu/travelguide.pdf>
* College of Engineering Alcohol Policy (attached)

**Failure to comply:**

Failure to comply with this policy may result in a refusal by the department to reimburse expenses for this travel event, and in some cases, travel will not be approved for future events.

I have read this policy, understand it, and will comply with it:

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Student Name Student Signature Date\*

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Faculty Supervisor Name Faculty Supervisor Signature Date

*(\*Must be reviewed and signed prior to first travel each academic year.)*

**University of Arkansas**

**College of Engineering Alcohol Policy**

DATES: **Effective, August 19, 2013**

**Approved by SAT August 13, 2013**

This policy and the associated situations all refer to College of Engineering sponsored events and activities.

In recognition of the fact that the majority of our undergraduate students are not of legal age to purchase and/or consume alcoholic beverages, the College of Engineering prohibits the expenditure of any university or foundation funds for alcohol that will be served to students regardless of their age nor does the College endorse any student focused function that involves the consumption of alcoholic products.

To clarify this policy, the following specific situations are identified:

1. College sponsored events are primarily for faculty, alumni, and friends of the college:
   1. Alcoholic beverages may be served to guests/sponsors, as well as UofA faculty and staff, so long as it is done in compliance with laws, policies and regulations of the University and state of Arkansas
   2. No alcohol is to be served to any student – even if they are of legal age. However, if a “cash bar” exists the vendor assumes all responsibility.
2. College sponsored, student-centered events (i.e. picnics, socials, etc):
   1. The distribution and/or consumption of alcoholic beverage products is not authorized at College-sponsored, student-centered events (i.e. those hosted by the college and/or a college department; and/or those that would use state/departmental/college funds). This includes student club and organizational picnics, socials, etc. that use student organizational funds and are associated with the College.
3. Student travel in conjunction with university sanctioned events:
   1. Students who are traveling as part of a college competition (individual or team) or to a college supported/endorsed professional meeting or activity and who are of legal age to purchase/consume alcoholic beverages are strongly encouraged to exhibit discretion and professional behavior at all times.
   2. Alcoholic beverages in open containers and students who are under the influence of alcohol are strictly prohibited from being in any state/college/departmental vehicle or rented vehicle at any time.
4. Other student organized events:
   1. College of Engineering supported student organizations cannot use their organizational funds (i.e. their organizational bank accounts) to purchase alcoholic beverages for any event.
   2. Events where alcoholic consumption is the primary focus are highly discouraged and are not in any way endorsed by the College. Student social events, such as pub crawls, which involve alcohol, shall not in any way be connected with the college. This includes language/wording on t-shirts, flyers, and email messages.