



Travel Certification Form

Certification of Personal Responsibility with regard to University-related Travel

For use by SSU Employees, Non-Employee Students, Volunteer Employees, and Interview Candidates only. Form must be completed prior to travel and must be attached to each Travel Expense Claim.

LAST NAME: FIRST NAME:

DEPARTMENT:

- 1) I hereby certify that I will familiarize myself with and adhere to [CSU and SSU Travel Policies and Procedures](#) prior to undertaking travel on University business. I understand that this includes timely submission of expense claims.
- 2) I hereby certify that prior to each trip, I will obtain the approval of the host department.
- 3) I hereby certify that prior to any international travel, I will obtain approval in writing from the President of the University. In addition, I will purchase international insurance using the [Foreign Travel Insurance Program \(FTIP\)](#) no less than 30 days before departure through the Seawolf Service Center, and last, I will sign-up for the [Smart Traveler Enrollment Program \(STEP\)](#) at the U.S. Department of State's website. *
- 4) In accordance with State Policy, I hereby certify that when driving a personal, state, or rental vehicle on approved University business, I understand that I must possess a valid driver's license and not have been issued more than three moving violations or have been responsible for more than three accidents (or any combination of more than three thereof) during the twelve month period prior to travel. Furthermore, if I am authorized to use a privately owned vehicle on travel, I will ensure that the vehicle is covered by liability insurance in accordance with State law and carry evidence of current automobile liability insurance in the vehicle (1. \$15,000 for personal injury to, or death of one person; 2. \$30,000 for injury to, or death of, two or more persons in one accident; and 3. \$5,000 for property damage); that the vehicle is adequate for the work to be performed, is equipped with safety belts in operating condition, and is in safe mechanical condition as required by law. If driving a personal vehicle, I understand that the mileage rate allowed is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs, and both liability and comprehensive insurance.
- 5) For those who regularly drive on University or State business (which is defined as being equal to or greater than once a month or equal to or greater than 12 times annually) they must complete a defensive driving training every four years. A person who drives less than once a month or less than 12 times annually need not complete the training.
- 6) Complete the [STD 261 Authorization to Use Privately Owned Vehicles on State Business form](#) if using a privately owned vehicle for state business and retain the original in the department. *University employees may also reference the CSU's State Vehicle Use Policy manual called the [CSU: Use of University and Private Vehicles Policy Guidelines](#) located on the CSU system wide website.

X _____
SIGNATURE

*Item #3 does not apply to incoming international interview candidates.