Graduate Student Orientation  
Arthur Temple College of Forestry and Agriculture  
Forestry and Environmental Science Graduate Students

**TRAVEL** – (see Tish Bell, Forestry 103-D)

Anyone traveling on university business (conducting field research, attending meetings/conferences) must obtain permission in advance of the trip by submitting a Travel Request. Blanket travels for insurance purposes are done on all grad students for local travel – Nacogdoches County and nearby. For certain projects, blanket travels may be done for the length of a semester with an amount determined by you and your major professor. A travel requests should be submitted for travel outside local areas even when expenses are not expected to be incurred (when the trip is completed, if no reimbursement is necessary, notify Tish to cancel the travel requisition).

https://jack.sfasu.edu:4444/wf/wf_fr.travelReq

Reimbursement for trip expenses should be turned in with a completed Travel Voucher. A conference program, meeting agenda, or memo with description of project/work activities is required to be submitted with the voucher.

https://jack.sfasu.edu:4444/wf/wf_fr.travelvoucherreq

SFA’s Travel Office has valuable information including mileage guides, lodging and meal per diem rates, policy information, hotel tax exemption form, and a variety of other helpful forms and links.

http://www.sfasu.edu/controller/travel/

**VEHICLE USE** – (see Tish Bell, FOR 103-D or Susan Leeper, FOR 103 Front Desk)

To be eligible to drive a College of Forestry vehicle, students must obtain a University Driving Permit from the University Police Dept. (Tish has the application form to complete and take to UPD). A copy of your valid Texas Driver’s License and University Permit will be kept on file in the main office and should be updated as needed. Additional certification is required for driving vans, but is also available through UPD.

Graduate Students who have permission from their supervisor, may check out vehicles by submitting a completed Vehicle Requisition Form.

When checking out a vehicle, keys may be picked up and returned to the office between 8 a.m. and 5 p.m. If you will be leaving before 8 a.m., keys should be picked up before 5 p.m. the afternoon prior to your trip. A drop box for keys is available if you return after 5 p.m. *(Please do not keep the keys after your trip is completed, but return them promptly --- the vehicle may be checked out for someone else to use immediately after your return.)*
The following items are provided in each vehicle:

**Mileage Log – FILL IT OUT!** -record beginning and ending mileage, number of persons traveling in the vehicle, destination/purpose, name of the driver. (Mileage Logs are collected from the vehicles at the end of each month. If you are on an out-of-town trip which carries over to the beginning of the next month, you may be required to fax the mileage log for that vehicle to the office at 936-468-2489.) Information on this form is used for various reports, so please write legibly.

**Incident/Accident Reporting Information** – Contact numbers and step by step instructions for reporting incidents (dents, backing into trees/poles, towing damages), or accidents (hit parked vehicle, hit moving vehicle, run off road and hit tree, mail box, etc.) should be followed precisely. **If an incident or accident occurs, follow the instructions and contact the appropriate parties immediately.**

**Contact numbers:**

Vehicle difficulties, Mon.-Fri. 8 a.m. – 2 p.m. – Charles Fuchs 936-468-2456
Week Days after 2 p.m. – Univ. Motor Pool 936-468-5107
After hours/Weekends – UPD 936-468-2608

Incident - Report all damages to Supervisor; make report to Safety and Risk Mgmt. Dept. (936-468-4514) within 24 hours.

Accident – Immediately call police (911) or UPD (936-468-2608) and your Supervisor.
Make report to Safety and Risk Mgmt. Dept. (936-468-4514) within 24 hours.

**Comdata Gas Card** – A gas card is assigned specifically to each vehicle and may be used to purchase fuel for that vehicle only. Receipts for fuel purchases need to be turned in to Charles or Nathan in the equipment room, or to Tish in the main office. **Be sure you write the vehicle number on the receipts and turn them in as soon as possible.**

**Be considerate of the next driver** --- remove trash, personal items, and your work equipment from the vehicle when you return it. **PERSONAL PETS ARE NOT ALLOWED IN DEPARTMENT VEHICLES.** Remember, the vehicle is property of the University and policies and procedures must be followed. Please act responsibly! Failure to abide by the rules set for vehicle use could result in loss of privileges to check out vehicles.

If you have questions or need assistance on travel/vehicle use, please do not hesitate to ask me.

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