



Xavier University Policies & Procedures Manual

Policy: STUDENT DOMESTIC TRAVEL POLICY

Scope:
Student

Responsible Department:
Office of Student Involvement

Approved By:
TBD

Last Reviewed Date: August 16, 2016

A. PHILOSOPHY

Xavier University understands the need for and benefits associated with enrolled students traveling as a part of their academic and extracurricular activities. Off-campus experiences can sometimes pose legal risks for the university, and, as such, the policies contained herein are enacted in order to protect not only Xavier University, but all individuals associated with the planning and execution of said experiences. This policy establishes guidelines and expectations that students must follow while on university-sanctioned or funded travel and has been adopted to better safeguard Xavier students with regard to insurance coverage and emergency services, and to avoid personal and institutional liability for noncompliance with applicable law.

B. POLICY

Scope:

This policy applies to enrolled undergraduate or graduate student domestic travel to an event or activity that occurs beyond 20 miles of the Xavier campus or includes an overnight stay. Said travel includes any travel organized and/or sponsored by Xavier University, whether required for academic credit or not, including the following types of travel:

- Organized or sponsored by a registered student organization
- Organized or sponsored by a University department
- Required team or group travel
- Required for a course, including course related field trips
- Fully or partially funded by Xavier University
- Using the Xavier University name

This policy does not apply to the following:

- Student international travel, which is regulated by the International Travel Policy.
- NCAA student athletics travel, which is regulated under NCAA rules and regulations.

- Travel undertaken by students for the purpose of vacation or pleasure, unless the travel is sponsored by the university, student organization or for academic credit.
- Travel undertaken by students to attend athletic and/or other events as a spectator unless the travel is sponsored by the university, student organization or for academic credit.
- Travel related to expectations for students engaged in student-teaching, internships, practicums, observations or research, unless the research is organized by a member of the faculty.

If travel is less than 20 miles from the University, but involves an activity of a high-risk nature, it should be reported to the Office of Student Involvement via the Major Event Registration Form.

General Rules and Expectations:

- Trip organizers must submit the *Student Domestic Travel Itinerary* and obtain all required approvals prior to commencing travel.
- Students participating in travel officially sponsored by the university are required to comply with the standards set forth in the [Xavier University Student Handbook](#) and with all applicable university policies and procedures.
- Travel sponsored by a student organization must be consistent with the organization's mission. Travel should be planned so as not to interfere with academic responsibilities.
- Travel must comply with university policies on vehicle use, van use, and driver authorization as stated in the [Vehicle Use and Driver Authorization Policy](#) and [Mandatory Van Driver Safety Policy](#).
- Travelers must complete the appropriate university waivers and follow all associated guidelines outlined in [Instructions for Using Waivers](#), including the retention of forms.
- Any university funding provided to support student travel or an employee traveling as part of a student trip must be processed in accordance with the [Xavier Travel Policies and Procedures](#) and reimbursed through Accounts Payable. Trip funding will not be authorized until a copy of the completed *Student Domestic Travel Itinerary* is approved.
- In accordance with the [Xavier University Alcohol and Other Drugs Policy](#), the consumption of alcohol is not permitted when students travel as part of a university event or organization, regardless of the students' legal drinking age. Students are prohibited from bringing alcoholic beverages to those functions and will be subject to conduct proceedings should a violation occur.

Travel Authorization:

In order to assure that events or activities that involve student travel are within the scope of the University's mission, and that student safety issues have been addressed, travel undertaken pursuant to this policy should be registered in advance via completion of the *Student Domestic Travel Itinerary*.

To request authorization for travel, faculty, staff and/or students who organize travel covered by this policy must submit a completed *Student Domestic Travel Itinerary*, along with the required documents. The electronic form will be forwarded to the appropriate administrator(s) for review.

Whenever possible, the request should be submitted at least ten (10) working days in advance of the travel to the activity or event.

Faculty who teach courses that involve frequent field trips or staff who facilitate programs that involve frequent travel can collect the following information from students at the beginning of each semester and keep it on file with the appropriate administrator for use throughout a semester:

1. Health Insurance and Medical Authorization Form
2. Participant Waiver and Release Forms
3. List of enrolled students who have completed the Driver Authorization Process

One-time approval may be provided for multiple trips led by faculty or staff that involve the same locations and same participants within a given semester or academic year.

Chaperones:

The need for a chaperone will be determined for each trip based upon a review of the anticipated risk associated with that experience. Risk will be evaluated using the Student Domestic Travel Risk Matrix and includes, but is not limited to, the following factors: distance from campus, duration of travel, number of participants, purpose of travel, type of activity, etc. In most cases, the following guidelines will be applied:

Overnight Trips: Overnight travel covered by this policy will be monitored by a designated faculty or staff chaperone. For those overnight trips that do not require a chaperone, a designated faculty or staff member will be available to students via phone for the duration of the experience.

Day Trips: Daytime travel that is considered high risk (as evaluated with the Student Domestic Travel Risk Matrix) will be monitored by a designated faculty or staff chaperone. For those day trips that do not require a chaperone, a designated faculty or staff member will be available to students via phone for the duration of the experience.

Chaperones are expected to travel to and from the destination with the group and stay for the duration of the designated travel period. In most cases, the official chaperone will be a full-time employee of Xavier University. In some instances, the official chaperone may be a designated volunteer/coach/advisor who has completed the necessary University training.

Students:

Students are expected to stay with the group during the travel experience. Students should travel to and from the destination with the group and stay for the duration of the designated travel period. Trip organizers should report any deviations to the group travel itinerary to the Office of Student Involvement.

Noncompliance:

Failure to adhere to this policy may jeopardize the University's ability to provide emergency services and could result in disciplinary action. Employees or students may be referred to the office of Human Resources or to the Dean of Students, respectively.

Exemptions:

The Office of Student Involvement manages requests for exemptions to this policy. In order to have your travel considered for an exemption, you must submit the *Student Domestic Travel Itinerary* in addition to a written request for exemption to the Senior Director for Student Affairs within 10 days of your intended date of departure. Requests should include trip details as well as an explanation why this activity/event should be considered for an exemption. Exemptions may be granted on a limited basis with justifiable cause.

C. DEFINITIONS

- **Day Trips:** Trips or experiences that do not require an overnight stay away from campus, or if the experience lasts less than 24 hours even if an overnight stay. For example, a van might leave from campus in the evening for overnight skiing and return the next morning.
- **Overnight Trips:** Trips or experiences where participants travel, usually though not always, significant distances from campus, and as such, stay in off-campus accommodations.
- **International Trips:** Trips where participants stay in accommodations outside the U.S.
- **Registered Student Organization:** Group of Xavier students who unite to promote or celebrate a common interest and are registered with the Office of Student Involvement.
- **Organized Event:** One that is initiated or arranged by a Xavier employee or members of a registered student organization and is approved by an appropriate administrator.
- **Sponsored Event:** An event or activity that Xavier endorses by supporting it financially or by sending students to participate in it as official representatives of the University.
- **Enrolled Student:** An individual becomes a Xavier student on August 15th before the start of the fall semester for students who begin in a fall semester. For all other students, becoming a Xavier student is on the date that the student must certify that he or she has health insurance.

D. PROCEDURES

University sanctioned student domestic travel must adhere to the following travel guidelines set forth by the Office of Risk Management & Insurance.

1. Trip Itinerary Registration: All groups must register their trip by completing the *Student Domestic Travel Itinerary* no less than 10 business days prior to travel. The itinerary includes the following:

- Departure times and locations for each leg of the trip from the time of departure from campus until the return to campus.
- Transportation plans, including airline and flight schedule, bus and/or any other modes of transportation.
- Lodging information, include phone number, address and duration of stay.
- List of all trip participants, including names and phone numbers, and the names and phone numbers of persons to contact in case of an emergency.
- Name and phone number for the responsible University employee(s) or chaperone(s) who will be available to the students at all times during the travel.

Once received, the trip organizer will receive email notification that the trip is officially registered. The trip organizer and each participant should have a copy of the travel itinerary with them on the trip.

2. Participant Waiver and Release Forms: each participant (or parent if participant is under 18 years) must complete the appropriate university waivers and associated guidelines outlined in [Instructions for Using Waivers](#). The trip organizer is responsible for taking the original forms on the trip and following procedures for retention of the forms as outlined in the [Instructions for Using Waivers](#).
3. Health Insurance & Medical Authorization Form: each participant is required to have health insurance and must complete the appropriate emergency medical authorization and health history forms as outlined in the [Instructions for Using Waivers](#). This includes a copy of the insurance card (copy front and back of card). The trip organizer is responsible for taking the original forms on the trip and following procedures for retention of the forms as outlined in the [Instructions for Using Waivers](#).
4. Transportation: Transportation for student domestic travel involving university-insured vehicles or vans must comply with the [Vehicle Use Policy](#) and [Van Driver Mandatory Safety Training Policy](#), specifically:
 - Drivers must possess a valid driver's license for the state in which they reside.
 - Drivers must be at least 21 years of age and be authorized through Risk Management & Insurance (see the [Driver Authorization Form](#)).
 - Drivers must agree to university driving policies stated in [Vehicle Use Policy](#).
 - Drivers of 12 or 15 passenger vans must complete additional mandatory requirements as stated in [Mandatory Van Driver Safety Training Policy](#).
 - Drivers should carry a proof of insurance card, available through the Office of Risk Management & Insurance.

Personal Vehicles: The University does not provide coverage for personal vehicles. Students driving their own vehicles are entirely dependent upon their personal insurance.

Short Term Rental Vehicles: Short term rentals must be rented under the name of Xavier University. Renters should not purchase comprehensive and collision insurance provided by the rental agency.

Bus or Motor Coach Rental: Request a Certificate of Insurance naming Xavier University as additional insured relative to the dates of travel. File a copy in the Office of Risk Management & Insurance.

5. Incident Reports: In an incident takes place during the course of a student travel experience, the incident should be promptly reported according to University guidelines, specifically:
- *On-campus:* report incident(s) to Xavier Police.
 - *Off-campus:* report incident(s) first to local authorities. If an incident involves injury or harm to a Xavier student, faculty, staff, or chaperone, notify Xavier Police. If an incident involves damage or loss to University property or vehicles, notify the Office of Risk Management & Insurance.

For additional information, questions, or clarification regarding these policies, contact the Risk Management office in Flynn Hall or phone (513) 745-2090

Organizational units may institute policies more, but not less, restrictive than this policy if desired.

CONTACTING XAVIER

Please contact any of the following for questions regarding this policy:

Office of Risk Management & Insurance	(513) 745-2090
Office of Student Involvement	(513) 745-3004
Senior Director for Student Affairs	(513) 745-4879
Division of Student Affairs	(513) 745-3202

AUTHORITATIVE SOURCE

The authoritative source for this policy, and responsibility for its implementation, rests with the Division of Student Affairs.

APPROVAL AND REVIEW HISTORY

Drafted by Leah Busam and James Alexander – 1/9/14
Revised with feedback from select faculty and staff – 2/14/14
Revised with feedback from Risk Management & Insurance – 10/14/14
Reviewed and approved by President's Cabinet – TBD
Annual Revision – 7/30/15
Annual Revision – 8/16/16

REVIEW CYCLE

This policy is subject to annual review and amendment as appropriate. When conditions warrant, a review committee may be called together to develop recommendations.

Related links:

[Student Domestic Travel Itinerary](#)

[Student Domestic Travel Risk Matrix](#)

[Instructions for Using Waivers](#)

[Travel Policies and Procedures \(Accounts Payable\)](#)

[Van Driver Mandatory Safety Training Policy](#)

[Vehicle Use Policy](#)

[Xavier University Alcohol and Other Drugs Policy](#)

[Xavier University Student Handbook](#)

Xavier Student International Travel Policy (TBD)