

CAMERON UNIVERSITY

Student Travel Policy

Policy Statement

The goal of this policy is to provide for the safe travel of students to and from events and activities of departments, athletics, and recognized student organizations at Cameron University.

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Who Should Know This Policy

President	Faculty
Vice Presidents	Other Accounting/Finance Personnel
Deans	Students
Department Chairs	Other Groups
Directors	All Employees

Responsibilities

Responsible for Policy

University Officer Responsible

Dean of Students

Procedure

STATEMENT OF PURPOSE: The privilege to represent Cameron University throughout the state, nation and world is one of the many opportunities available to Cameron Students. The University has established a travel registration process to promote the safety and welfare of students.

1.0 Application

- 1.1 The Student Travel Policy applies to student travel sponsored by a department or recognized student organization.
- 1.2 Specifically, these procedures are required when any of the following circumstances apply:
 - The event is funded by the University,
 - The travel is undertaken using a vehicle owned or leased by the University,
 - The activity or event is required or organized by a recognized student organization, or
 - The travel is undertaken under the scope, direction or election of a department, class, university office, learning community, study abroad program, recognized student organization, or their representatives.
- 1.3 It is the responsibility of the entity sponsoring organized student travel to assure compliance with this policy.

2.0 General Travel Requirements

- 2.1 Employees traveling on University business with students must be aware of and adhere to the University's travel policies and reimbursement guidelines.
- 2.2. Access to current and accurate information is an essential factor in the University's ability to effectively respond to a critical incident involving Cameron students. In an effort to ensure individuals responsible for providing assistance have the information needed and all travel is documented, travel coordinators are responsible for completing the following steps prior to travel:
 - Complete and submit the Student Travel Authorization Request (T6) and Student Travel Roster (T7) at least seven (7) business days prior to departure for in-state travel, ten (10) business days prior to departure for out-of-state travel, and at least fifteen (15) business days prior to departure for international travel. Forms should be submitted to the Office of Student Services once all appropriate signatures have been obtained. Athletics travel forms should be submitted to the Director of Athletics. An updated Student Travel Roster and any changes to travel plans must be documented and submitted via email to studentservices@cameron.edu prior to departure. Information submitted should include the names, student identification numbers, and emergency contact information for each participant traveling. This information will be used by University employees to assist student participants in case of an emergency. It is imperative that a correct and up-to-date list of participants and travel plans are available on campus. Out-of-state travel for University employees must receive approval from the University President. Sufficient

time to obtain Presidential approval should be considered as employees complete student travel forms.

- Submit a Travel Request for Leave and Reimbursement (T3) for each faculty and staff member traveling with the students. Faculty conducting student travel must obtain approval from the Dean of Students prior to submitting the T3 to the Office of Academic Affairs.
- Obtain copies of Voluntary Assumption of Risk and Informed Consent (T8) forms for each participant prior to departure. These forms must be kept on file in the sponsoring department and maintained according to University records retention policies. In the instance of students traveling frequently with a team to various competitions, only one copy needs to be on file for the duration of that particular competition season.
- Special Markets Travel Insurance (T9) must be requested through the Office of Student Services or provide proof of comparable coverage. This section does not pertain to athletic travel. For more information, visit <https://www.cameron.edu/current-students/student-services/student-travel>.
- For international travel, consult with the Office of Academic Affairs a minimum of six months prior to the planned departure. Vice President for Academic Affairs approval is required for all international travel. Additional consent or waiver forms may be required. Trip sponsors must also attend a pre-departure briefing with the Office of Academic Affairs to gain training on safety, emergency procedures, crises management and resources available to the group while abroad.

- 2.3 The University requires that a Cameron faculty or staff member accompany students on University sponsored or organized travel events (See section 1.1 of the policy). Additionally, an on-campus Cameron employee must be on call and available at all times during the travel to serve as an emergency contact. Prior approval must be granted before a University sponsored or organized travel event occurs without a Cameron employee traveling with the students.
- 2.4 The number of trip sponsors should be appropriate for the size of the group traveling. It may become necessary to limit the number of participants if appropriate supervision cannot be guaranteed. It will be the responsibility of the trip organizer, in coordination with their supervisor and/or the Dean of Students, to determine the reasonable number of trip sponsors as no one guideline will fit all situations.
- 2.5 All trip sponsors and on-campus emergency contacts should know the details of travel. Prior to departure, the trip sponsor should gather applicable resources and information (i.e. weather forecast, evaluate travel warnings, locate nearest medical care and/or veterinarian care, acquire radios in the event of poor cellular service, locate additional water for animals, collect local embassy contacts, contract with a professional tour guide, etc.). In some instances, it may be prudent to send a trip sponsor in advance of the group to ensure that appropriate accommodations are made and available. It is important that trip participants be made aware of details regarding the trip, and in many cases it may be necessary to have a meeting prior to departure in order to orient participants and set clear expectations. Both pre-departure and post-trip debriefings are required for international travel. Consult with the Office of Academic Affairs to schedule these meetings for international travel.

- 2.6 All trip participants must comply with all applicable laws, regulations, and University policies throughout the duration of the trip. Students must comply with the requirements of the Student Code of Conduct and any further requirements imposed by the sponsoring organization/department.
- 2.7 Students whose behavior significantly detracts from the educational purposes of the trip or has the potential to threaten the physical or emotional well-being of other participants may be sent home at the discretion of the trip sponsor, potentially at the student's expense. The student can be held responsible for the associated cost of travel for both the student and sponsor(s) relating to the travel back to campus.
- 2.8 For high-risk activities, such as adventure sports and snow sports, additional insurance is required. Information is available on the Special Markets Travel Insurance form (T9).
- 2.9 If overnight lodging is required, the University prohibits employees from lodging in the same room as students while on travel sponsored in whole or part by the University. Consistent with Cameron University Student Housing and Residence Life operational procedure, lodging assignments will be made according to a student's identified gender. It is advisable that trip sponsors present lodging options at the time of recruitment for the trip and consider the rental of private lodging when necessary.
- 2.10 If a student with a disability either requires or requests an accommodation for the trip or event, the student should notify the sponsoring department. Because the sponsoring department is an agent of the University, it is the responsibility of the sponsoring department to provide a reasonable accommodation, which includes paying for any associated expense of an accommodation. The sponsoring department should contact the Office of Student Development to ensure that accommodations meet any applicable local, state, or federal laws. For questions, concerns, and/or training on providing reasonable accommodations, please contact the Office of Student Development.

3.0 Travel Safety Guidelines for Use of Motorized Vehicles

3.1 Vehicle Operator/Occupant Requirements

- 3.1.1 Any person operating a motorized vehicle while engaged in travel covered by this policy must be at least 18 years old and possess a valid operator's license, as required by law, to operate the vehicle.
- 3.1.2 Operators shall comply with all laws, regulations, and posted signs or directions regarding speed and traffic control.
- 3.1.3 Vehicle operators are obligated to adhere to the following protocol in order to facilitate safe travel:
- Operators must take a 30-minute rest break every four hours.
 - Operators must not drive more than eight hours in a 24-hour period.
 - Operators must be familiar with safety features including hazard signals, door locking and unlocking mechanisms, spare tire equipment and usage.

- A navigator must be assigned for all trips scheduled to take more than two hours. The navigator must be awake and alert while on duty and must sit in the front passenger seat.
- Trips requiring more than 16 hours of driving time to reach a destination, require overnight lodging.

3.2 **Safety Requirements**

- 3.2.1 Seat Belts – All occupants of motor vehicles shall properly use seat belts or other approved safety restraint devices required by law or regulations when the vehicle is in operation.
- 3.2.2 Capacity – The total number of drivers, occupants and luggage in any vehicle at any time during the operation of the vehicle shall not exceed the manufacturer’s recommended capacity, or the number specified by University policy, or federal or state law or regulations, or the number of working seat belts, whichever is lowest.
- 3.2.3 Electronic Communication Devices - The driver of the motor vehicle shall not engage in the use of any handheld device, including cellular or mobile telephones, pagers, digital assistants, laptop computers, or any other electronic communication device while operating the vehicle.

3.3 **University-Owned, Leased, or Rented Vehicles**

- 3.3.1 University-owned vehicles may be made available for student travel. A request for use of a University-owned vehicle must be indicated on the Travel Request for Leave and Reimbursement (T3) submitted by the department, and a copy of the processed T3 must be provided to the Office of Physical Facilities. Requests for use of University-owned vehicles are handled by Physical Facilities on a case-by-case basis.
- 3.3.2 Recognized student organizations may use University vehicles provided a faculty or staff member will be driving the vehicle.
- 3.3.3 Student employees may operate a University motor vehicle in the course of their employment if they hold a valid driver’s license issued by their state/country of residence/origin, and have completed any University required training.
- 3.3.4 Refer to the Employee Handbook, Section 11.12 regarding the use of University-owned vehicles.
- 3.3.5 Using or renting of 15-passenger vans for transporting University employees, students, visitors or guests is prohibited.

3.4 **Privately-Owned Vehicles**

- 3.4.1 When requesting travel that involves the use of privately-owned vehicles, the University employee responsible for the trip shall verify current liability insurance for any vehicle to be used for the proposed travel and must maintain a copy of the liability insurance with the trip records.
- 3.4.2 The trip sponsor shall notify any driver operating a privately-owned vehicle that their personal liability insurance policy must cover any liability that may result from the use of the vehicle for

the proposed travel. It is the driver's insurance that will be used to pay for damages to the vehicle(s) involved in an accident and/or injuries to a passenger or occupant of another vehicle. This is a large responsibility. If a driver is not comfortable with this responsibility, other transportation arrangements should be made.

- 3.4.3 Students will not drive other students to and from University sponsored events in privately-owned vehicles.
- 3.4.4 University authorization is not required for student drivers for the following routine or recurring activities for which Cameron University does not ordinarily provide transportation: student teaching, practicums, internships, off-site instruction, and certain field research and service learning experiences.

4.0 Travel Safety Guidelines for Air Travel

Student air travel must be on scheduled commercial flights.

5.0 Travel Safety Guidelines for Students Traveling Internationally

- 5.1 University students are prohibited from traveling to or through a country with a U.S. Department of State Travel Warning in place restricting travel by U.S. citizens.
- 5.2 National standards for health and safety on trips abroad should be addressed by campus trip sponsors. These may be accessed at:

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

6.0 Team Travel Reimbursement

- 6.1 The University may utilize Student Activity Fee revenue in funding student-related trips as prescribed in Section 4.11.1 of the Board of Regents Policy Manual.
- 6.2 A separate Team Travel Reimbursement (T5) form must be completed for each trip with a list of students traveling and CU ID numbers.
- 6.3 Travel coordinators must provide original, itemized receipts and/or supporting documentation for each expenditure. Receipts must include the following information:
 - Name of vendor
 - Number of students
 - Date
 - City and State
 - Signature of person making request
- 6.4 Faculty and staff traveling as advisors must submit a Travel Request for Leave and Reimbursement (T3) and process their reimbursement according to section 11.9 of the Employee Handbook.

6.5 It is possible to secure a travel advance to cover purchases during the duration of the trip. Additional details are available in the Business Office.

7.0 Additional Procedures

This policy is considered to be a minimum standard. Departments and/or student organizations may mandate additional standards as deemed necessary to address the unique travel situations.

Contacts

Policy Questions: Domestic Travel, Dean of Students, 580-581-2244
International Travel, Academic Affairs, 580-581-2250
Travel Reimbursement, CU Business Office, 580-581-2225
Vehicle Requests, Physical Facilities, 580-581-2417

Forms

In support of this policy, the following forms are included:

- Travel Request for Leave and Reimbursement (T3)
- Team Travel Reimbursement (T5)
- Student Travel Authorization Request (T6)
- Student Travel Roster (T7)
- Voluntary Assumption of Risk and Informed Consent (T8)
- Special Markets Insurance Form (T9)

Please visit <https://www.cameron.edu/forms> to access all student travel forms.

Policy History

Policy

Issue Date: January 2012
Reviewed, no revision: May 2018
Revised: November 2022