

TRAVEL GUIDELINES
XAVIER UNIVERSITY – OFFICE OF RISK MANAGEMENT & INSURANCE

USE THIS DOCUMENT AS A GUIDE TO DEVELOP TRAVEL PLANS.
 CONSULT WITH YOUR PROGRAM LEADER FOR SPECIFIC INSTRUCTIONS.

1. Require Waiver and Release Forms signed by each participant or parent (if participant under 18 years).

2. Prepare an Itinerary with full details.

- List departure time and location for each leg of the trip from the time you leave until your return.
- List airline and flight schedule. List any other modes of transportation.
- List each place of lodging, phone number and address and duration of stay.
- List all names and home emergency contact information.
- Make sure the group leader and each participant have a copy of the Itinerary.
- File a copy of the Itinerary with Campus Police and with an on-campus contact.

3. Prepare a Call Tree of participants.

- List names and cell phone numbers.
- Note the Campus Police phone number (513) 745-1000.
- Make sure the group leader has a reliable cell phone (with international capabilities if applicable).
- Include checklist of emergency procedures.
- Include absence of or separation from group leader in the checklist.
- Make sure each participant carries a copy of the Call Tree with them at all times.
- File a copy of the Call Tree with Campus Police and with an on-campus contact.

4. Health Insurance

For Domestic and International Travel

- Require all participants have health insurance.
- Require medical authorization form be completed by each participant.
- Attach a copy of the insurance card (copy front and back of card).
- Group leader should carry original forms. If traveling alone, student should carry his/her original form.
- File a copy with Campus Police and with an on-campus contact.

For International Travel

- Require all participants have valid international health coverage.
- All must have evacuation and repatriation coverage. Check into emergency travel assistance coverage.

5. International Travel

- If traveling overseas, locate the local embassy in each city or country and notify them upon your arrival, if not in advance.
- Monitor international travel sites. Refer to www.state.gov/travel for the latest information.
- Make sure each participant has a valid passport with expiration date at least 6 months after return to U.S.
- Suggest each participant keep a copy of the passport at home in case of loss or theft.

6. Transportation

- All drivers must be at least 21 years of age and be authorized through Risk Management & Insurance.
- A proof of insurance card is available through the office of Risk Management & Insurance.
- Read Vehicle Use Policies and Responsibilities for university driving policies.
- Van driver training is available and required if driving a 12/15 passenger van.
- The university **does not provide** coverage for personal vehicles.
- Domestic Rentals – **do not purchase** comprehensive and collision insurance.
- International Rentals – **do purchase** comprehensive and collision insurance.
- Charter bus – request a Certificate of Insurance naming Xavier University as additional insured relative to dates of travel. File a copy in the office of Risk Management & Insurance.

7. Certificate of Insurance.

- Please contact Risk Management & Insurance (513) 745-2090 to request a Certificate of Insurance.