

**XAVIER UNIVERSITY STUDENT CLUBS AND ORGANIZATIONS
TRAVEL INFORMATION
Effective August 2009**

The following policy describes the parameters for planning official, university sanctioned trips by Student Life & Leadership offices, departments and all students organizations of Xavier University. Trips off-campus 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 trips.

Please read through this travel information document thoroughly before beginning the initial planning process of any trip. Please note that all groups must submit a copy of the Trip Approval/Travel Itinerary Form to J.B. Bailey in the Office of Student Involvement (GSC 210) on behalf of the group planning the travel no less than 14 business days prior to the travel. Groups should also submit one copy of the Trip Approval/Travel Itinerary Form and all necessary waivers to Campus Police prior to travel. Groups should take the original copy of the Trip Approval/Travel Itinerary Form plus all necessary waivers with them on their trip.

Definition of Trips

There are many different types of trips that members of the university can participate in. They are defined below.

Day Trips - These trips are usually day-long excursions. Trip participants leave and return to campus the same day. Examples of such trips include: neighborhood community service projects, buses to local events and locations, business-related meetings or seminars.

Overnight Trips - These are trips where participants are traveling, usually though not always, a significant distance from campus, and as such, will be staying in off-campus accommodations. Examples of such trips include: retreats, most sports-related travel, and conferences.

International Trips – As a result of these trips, participants are staying in accommodations outside of the country. Examples of such trips include: some sports-related travel, study abroad programs, and service project trips.

Trip Approval

To be considered an officially sanctioned trip by Xavier University, approval must be attained at least **two weeks** before the scheduled date of the trip. Note: International Travel/Study Abroad will require far greater lead time – as much as a full semester. Any and all groups wishing to travel must complete in full the **Xavier University Trip Approval/Travel Itinerary Form**, which then must be signed by the proper Authorization Official. A list of these officials follows:

TRIP ORGINIATION GROUP	APPROVAL AUTHORITY	CONTACT INFORMATION
Club Sports*	Director of Recreational Sports	Jim Ray O'Connor Sports Center 513-745-3044 ravj@xavier.edu
Student Clubs/Organizations/ Student Working Groups	Dean of Students Designee – Asst. Director of Student Involvement	J. B. Bailey 220 Gallagher 513-745-4888 baileyj1@xavier.edu
* May require additional forms.		

Funding

Trip funding will not be authorized until a copy of the completed **Xavier University Trip Approval/Travel Itinerary** form is given to the Dean of Students Designee and approved. The Designee must then sign all Requests for Checks/Cash and Purchase Orders (in addition to the club advisor). Requests for Checks/Cash and Purchase Orders will not be processed without this approval. In addition, while individuals are permitted to use personal finances to pay for initial travel requests, no reimbursements will be made unless trip approval was confirmed prior to purchase.

XAVIER UNIVERSITY STUDENT CLUBS AND ORGANIZATIONS
TRAVEL INFORMATION
Effective August 2009

Booking Travel

Xavier University has a partnership with The Travel Authority, a local travel agency. Groups are permitted to use this service, although it is not required. Individuals are free to make travel arrangements on their own, with the knowledge that any reimbursements for personal finances used to make sure arrangements will not be processed without a completed copy of the Xavier University Trip Approval/Travel Itinerary form. While the university prefers that trip participants use professional travel (i.e. airlines, bus companies, rental cars etc.) participants are permitted to use their own personal vehicles for travel. However, each participant using their own vehicle is required to sign a Personal Vehicle Use Release Form, which includes certification that the individual has insurance coverage for such travel.

Chaperones

Any and all university sanctioned trips require an authorized employee of Xavier University to participate in the trip as an official chaperones.

University Wavier Forms

Xavier University requires all students clubs and organizations traveling or hosting/participating in activities with unusual risk to complete appropriate wavier forms. Visit www.xavier.edu/insurance to locate the forms and complete instructions. If you have any questions about wavier forms please contact Mary Beth Townsley at townsley@xavier.edu or 513-745-2090.