

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. Contact CIE for enrolling in CISI insurance.
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. Enroll in STEP
 - 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 18 years of age and be authorized through Risk Management & Insurance.
 - A proof of insurance card is available through the Risk Management & Insurance office.
 - Read Vehicle Use Policies and Responsibilities for university driving policies.
 - Van drivers must be 21 years of age and training is 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.