

Student Domestic Travel Policy

Reason for Policy

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 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 regarding insurance coverage and emergency services, and to avoid personal and institutional liability for noncompliance with applicable law.

Scope of Policy

This policy applies to enrolled undergraduate or graduate student domestic travel to an event or activity that occurs beyond 35 miles of the Xavier campus or includes an overnight stay (regardless of distance). 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 for Students.
- 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.

For registered student organizations, if travel is less than 35 miles from the University, it should be reported to the Office of Student Involvement via the *Event Registration Form* in EngageXU.

Policy

Trip organizers must submit the *Student Domestic Travel Itinerary Form* through EngageXU and obtain all required approvals prior to commencing travel.

Definitions

Day Trips: Trips or experiences that do not require an overnight stay away from campus. For example, a van might leave campus in the evening for skiing and return in the middle of the night.

Overnight Trips: Trips or experiences where participants travel away 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.

Reservation

Procedure

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 3 weeks 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 and reviewed for approval, 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/guardian 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 maintaining access to the original forms on the trip and following procedures for retention of the forms as outlined in the [Instructions for Using Waivers](#). Copies of completed waiver forms should be submitted to Flynn Hall (Xavier Police) for the Office of Risk Management to have on file.
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](#). 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](#). Copies of completed forms should be submitted to Flynn Hall (Xavier Police) for the Office of Risk Management to have on file.
4. **Transportation:** Transportation for student domestic travel involving university-insured vehicles or vans must comply with the [Vehicle Use and Driver Responsibilities Policy](#) and [Mandatory Van Driver Safety Training Policy](#), specifically:
 - Drivers must possess a valid driver's license for the state in which they reside.
 - Drivers must be at least 18 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 and Driver Responsibilities Policy](#)
 - Drivers of 12 or 15 passenger vans must be at least 21 years of age and must complete additional mandatory requirements as stated in [Mandatory Van Driver Safety Training Policy](#).
 - Drivers should carry proof of insurance card, available through the Office of Risk Management.

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

5. **Incident Reports:** If an incident takes place during 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.

For additional information, questions, or clarification regarding these policies, contact the Office of Risk Management in Schmidt Hall or phone (513) 745-2090.

Approval Confirmation

Approval confirmations or rejections will be emailed via EngageXU following verification by the Office of Student Involvement. Organizations should not move forward with the event until they receive an approval confirmation. The Office of Student Involvement reserves the right to change and/or cancel an approved or pending trip at any time. For questions regarding this policy and the reservation procedures, contact the Office of Student Involvement at xuinvolvement@xavier.edu.

Criteria for Consideration

Alcohol Use

In accordance with [Xavier University Alcohol and Other Drugs Policy](#), students are not permitted to consume alcohol, travel with alcohol, or use other drugs while participating in a university-sanctioned trip, regardless of age or legality.

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 higher risk (as evaluated with the *Student Domestic Travel Risk Matrix*) will be monitored by a designated faculty or staff chaperone. For 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.

Conflict of Interest

When coordinating group travel, conflicts of interest could arise if the organization is working with a third-party travel agency or intentionally booking with vendors where an associated person has direct, invested interest or gain from the selected companies. A best practice is to always work with vendors that provide the most economical selection for the group traveling. For questions regarding this, contact the Office of Student Involvement at xuinvolvement@xavier.edu.

General Rules and Expectations with Travel

- 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 Responsibilities Policy](#) and [Mandatory Van Driver Safety Training 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. Travel organized by recognized student organizations has different and unique applicable policies and options related to university funding and reimbursement, compared to employee-organized or department-funded travel. Please log into the [Student Travel site](#) for specific details related to student organization travel and funding.
- 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. Students that are granted a unique exception to traveling separate from the rest of the group will be asked to complete different documentation and waivers. Trip organizers should report any deviations to the group travel itinerary to the Office of Student Involvement.

Violations of Policy

Violation of this policy may result in the following actions taken singularly or in combination:

- Immediate termination of the Trip
- Payment for any labor, repair, or replacement costs incurred because of the violation
- A fine levied against offices, organizations, faculty/staff, or students who violate this policy
- Referral to other campus offices as deemed appropriate
- Alleged violations may be referred to Human Resources, the Dean of Students, Vice President for Student Affairs, and/or designee.

Policy Review and Amendment

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

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