

**Xavier University  
Student Domestic Travel Risk Matrix**

This matrix is used to determine risk associated with Student Domestic Travel, particularly whether an experience may or may not require a chaperone. In most cases, overnight trips will require a chaperone while day trips may be exempt. The factors listed below may be considered.

***Any student trip interested in an exemption from the chaperone expectations must be submitted for review no less than 2 weeks prior to the departure date from campus.***

<b>One-Time Experiences</b>		
<b>Category</b>	<b>Question(s) related to the category If yes to any question, then a chaperone is required</b>	<b>Your Response</b>
Location of Trip	Is your destination outside the continental United States?	
Number of Students	Are there more than 12 students on the trip?	
Participant Affiliation	Are any travelers not currently enrolled Xavier students?	
	Are any participants under age 18?	
Type of Activity	Is there potential for physical risk or injury?	
Alcohol Availability	Is alcohol available at the destination?	
Duration of Stay	Are you staying for 7 or more nights away from campus?	
Trip Coordination	Are you participating in a self-guided tour or experience without a structured itinerary or host organization?	
Number of Destinations	Does your trip include multiple destinations for overnight stay?	

<b>On-Going or Recurring Experiences</b>	
<b>Types of On-Going or Recurring Experiences</b>	<b>Chaperone Required?</b>
Internship, Co-Op	No
Professional Field Experience	No, although supervision may be required by the site
Service Experience	Possibly, consult with Student Involvement
Club Sport Competition	Yes
Academic Classes	Based upon instructor expectations

<b>Factors that may contribute to risk and increase need for chaperone</b>	<b>Factors that may reduce risk and decrease the need for chaperone</b>
Long car travel, more than 6 hours one way	Previous successful trips to the same destination
Loosely planned agenda of activities	Highly organized agenda, such as a conference
	Student leaders trained in travel risk management
	Hosted program/sponsor at your final destination
	Traveler preparation prior to the trip