

## Schreiner University Student Travel Policy

### Purpose

Establish clear standards and procedures to promote safe, equitable, and compliant travel for all University-sponsored student activities, domestic and international.

### Scope

**Applies to:** Students and any administrators, faculty, staff, volunteers, trustees, chaperones, alumni, or other participants who travel with students under University sponsorship.

**Oversight:** The Dean of Students administers this policy and coordinates with Student Activities, Changing Global Society (CGS), Security, Accounting & Business Services, and other relevant offices.

### Policy

All travelers participating in university sponsored travel are expected to conduct themselves ethically and in accordance with all applicable local, state, federal, and international laws. Travelers may be dismissed from the trip for violating these requirements. Trip participants must follow the approved itinerary and may not deviate from it without prior authorization from the trip leader.

### Definitions

- **University-sponsored travel:** University-endorsed travel supported by funding, resources, or official representation/approval.
- **Domestic travel:** Within the U.S. and its territories.
- **International travel:** Outside the U.S. and its territories.
- **Trip leader:** Schreiner faculty, staff, or approved volunteer responsible for planning/supervision and on-trip decisions.
- **Trip participant:** Any individual (student or non-student) on university-sponsored travel.
- **Standard Operating Procedure (SOP):** Applies to all Schreiner University employees and designated student drivers using any vehicle (university-owned, rented, or personal) for official university activities,

including academic travel, athletic trips, student organization travel, events, meetings, and administrative duties

### **Conduct Expectations**

- Comply with all local, state, federal, and international laws and University policies during travel.
- Follow the approved itinerary; deviations require prior authorization from the Trip Leader.
- Violations (including Student Code of Conduct/Title IX) may result in removal from the trip; costs fall to the participant. The University may deny participation if substantial travel risk is identified.

### **Accessibility & Accommodations**

Schreiner provides reasonable accommodation for students with documented disabilities/medical conditions where feasible and consistent with the trip's nature.

- Requests: Notify the Trip Leader as early as possible and no later than 4 weeks before departure, or at approval if less notice.
- Planning: Trip Leaders should consider accessibility needs and consult appropriate offices; late disclosure may limit adjustments.

### **Trip Types, Approval, and Coordination**

- Standard Operating Procedures are followed for all travel types.
- Staff and Faculty Travel
  - Staff and faculty travel is coordinated through the specific department of the staff and faculty member and requires approval from a direct supervisor.
- Athletic Team Travel
  - Student Athlete travel is coordinated through the Department of Athletics as outlined in the Student Athlete Handbook.
- Departmental travel with students (academic or non-academic)
  - It is coordinated by faculty or staff who oversee that department and requires approval from a direct supervisor.
- Recognized Student Organizations (RSOs)
  - Approval and coordination through the Director of Student Activities
- Changing Global Society (domestic and international)
  - Coordinated by faculty or staff in conjunction with the Coordinator of Changing Global Society (CGS)

- Independent Student Travel (university sponsored travel)
  - Coordinated by faculty or staff who oversee that department and requires approval from a direct supervisor.

### **Trip Leaders**

- Unless otherwise approved by the Vice President for Student Affairs and Dean of Students, a University advisor or approved University volunteer must accompany the group as the Trip Leader or co-leader and must maintain access to all Travel Documents.
  - All volunteers serving in this role are required to sign the Travel Advisor's Agreement and successfully complete a criminal background check.

### **Required Documentation**

- Trip itineraries must be submitted to the supervisor before departure. For trips associated with the Schreiner Experience, the trip itinerary and all required documentation must be submitted to the Coordinator of Changing Global Society.
- Trip information must include:
  - Trip roster
  - Mode and route of travel
  - Lodging information
  - Emergency contacts
  - Insurance information
  - Identified Trip Leader and/or Supervisor

### **Transportation**

- University vehicles (SU Fleet)
  - SU Approved Drivers are managed through HR and include requirements of (and may require more, please contact HR for specifics):
    - Current training on file
    - Current driver's license on file
    - Current insurance on file

- Student drivers require Vice President for Planning & Finance pre-approval (rare).
- Operating rules:
  - 15-minute rest every 4 hours;
  - max 10 driving hours/24 hours;
  - overnight lodging required if greater than 10 hours to destination;
  - seatbelts required;
  - no alcohol beverages, smoking or illegal substances;
  - do not exceed capacity;
  - only authorized drivers for vans; max 12 occupants in 15-passenger vans (incl. driver).
  - Clothes and shoes must be worn in vehicle at all times.
- Rentals
  - Use Enterprise when University vehicles are unavailable.
  - Must be an approved driver through HR

### **SU Fleet**

- Must be an approved driver through HR
- All drivers must hold a valid U.S. driver's license
- Drivers of university fleet vehicle must have an approved current valid driver's license and insurance on file with Human Resources/Facilities.
- Passengers must be participating in official university business related to the trip purpose.
- All university travel must be conducted in accordance with Schreiner University safety policies and risk management guidelines.

### **Personal vehicles**

- Drivers must hold a valid license and maintain insurance meeting at least Texas minimums. The University is not responsible for damage to or loss involving personal vehicles. Those approved to use their personal vehicle accept any and all liability through personal insurance.
  - A chaperone may transport students in a personal vehicle with prior written approval from the Vice President of Student Affairs and Dean of Students (or designee).

- Students may use their own vehicles with advance written approval from Vice President for Student Affairs and Dean of Students (or designee).

### **Air travel**

- Book through the University's contracted travel agency as appropriate and in the most economical class; medical exceptions require documentation and approval.
- For international trips, plan layovers more than 3 hours (5 hours recommended).
- Staff, Faculty, and Students are responsible for additional cost of seat upgrades and checked bags unless pre-approved.

### **Title IX During Travel**

Title IX applies to all University-sponsored travel. Report sexual harassment/assault, dating/domestic violence, or stalking as soon as possible to the Trip Leader, Title IX Coordinator, or other University channels. In immediate danger, contact local emergency services first. Trip leaders and employees are mandatory reporters; confidential resources remain available subject to location limits. The University will respond per Title IX policy and provide supportive measures.

### **Alcohol & Drugs**

- Trip leaders may adopt alcohol rules more restrictive than the Student Alcohol Policy.
- International trips must choose and communicate one option pre-departure: (1) Zero alcohol; (2) 21+ only; (3) Allowed per host-country law.
- Faculty/staff may not purchase alcohol for students; faculty/staff must not be intoxicated around students; recreational drugs are prohibited; public intoxication is not permitted.
- The purchasing of alcohol that is a part of a travel course curriculum where alcohol is a part of the experience of the trip may be permitted with approval from the Provost and Vice President for Academic Affairs. **(for example: Art & Science of Beer).**

## **Waivers, Health Information & Records**

- All participants, including non-students/non-employees, must complete a Travel Waiver.
- Trip Leaders, must have access to waivers containing emergency contacts and health insurance information.
- Failure to disclose a condition that could materially inhibit participation may violate the Student Code of Conduct and lead to removal. Students may consult Health Center/Counseling Services in advance.

## **Insurance (Health, Accident, Emergency Assistance)**

- Personal health insurance (domestic): Required for all participants and must cover non-emergency care while traveling domestically.
- EIIA emergency travel/accident/sickness insurance: Provided for University-sponsored travel — domestic (generally >100 miles from campus) and all international — and includes dependents accompanying covered travelers. Students on term abroad are covered if they pay tuition/fees to Schreiner.
- Any individual – faculty, staff, student, trustee, volunteer, chaperone, alumni, or other participant leading or participating in university-sponsored travel, whether internationally or domestically, must have personal health insurance that can be used for non-emergency medical expenses during the trip or term abroad. If a participant does not hold personal health insurance, he or she will not be permitted to participate in university-sponsored travel.

Emergency travel, accident, and sickness insurance is provided by Educational & Institutional Insurance Administrators, Inc. (EIIA) and covers Schreiner faculty, staff, students, trustees, volunteers, chaperones, alumni, and other participants while on university-sponsored travel.

This insurance also covers dependent spouses and children who are accompanying a covered traveler on a university-sponsored trip. Travel insurance is provided for both domestic travel that is over 100 miles from the university campus, and international travel outside of the U.S. In the case of students studying abroad for a term, they are covered by EIIA's travel, accident, and sickness insurance if they pay tuition and fees directly to Schreiner University.

For more information on EIIA's emergency insurance coverage through Healix, visit their website at <http://www.eiia.org/>

For international travel, read EIIA's International Travel Abroad Summary at [http://www.eiia.org/assets/documents/International\\_Travel\\_Abroad\\_Summary.pdf](http://www.eiia.org/assets/documents/International_Travel_Abroad_Summary.pdf) or contact EIIA for a copy of their latest insurance policy."

For trips registered with EIIA, All Faculty and students will be issued a form explaining services they can use with EIIA during pre-departure orientation. This will detail how to use EIIA for medical emergencies, flight delays/interruptions, cancellation due to medical reasons, and emergency cash services.

To be registered with EIIA, please consult with the Coordinator of Changing Global Society or the administrative assistant to the VPPF. These trips are submitted in advance for coverage. To make a claim for anyone on the trip, call EIIA for all emergency travel, accident and sickness assistance. Call collect or reverse the charges through an international operator: (240) 330-1551, ask for a claim number.

*Note:* EIIA emergency coverage activates upon leaving the U.S. and does not require U.S. health insurance for international trips; participants should understand coverage limits and consider supplemental insurance as needed.

### **Emergencies & Risk Management**

- Emergencies include disappearance/kidnapping, assault, sexual assault, serious illness/injury, hospitalization, suicidality, arrest/deportation, terrorist threat, political crisis, and natural disasters.
- Call 911 or the local equivalent (if life-threatening).
- Notify the Trip Leader, who will activate the University contact chain.

### **Mental Health Emergencies**

If a participant's mental/emotional state significantly impairs safe participation, the Trip Leader will act to ensure safety (including contacting emergency services) and, in consultation with the Dean of Students, may remove the participant; resulting costs may be the participant's responsibility.

## **Trip Removal & Cancellations**

- Removal for cause: The Trip Leader, their supervisor, CGS Coordinator, and Vice President for Student Affairs and Dean of Students may remove a participant before/during travel.
  - If a student or participant needs to be removed from a CGS trip, the Trip leader will contact the CGS Coordinator. The CGS Coordinator will communicate the situation with the VP for Student Affairs & Dean of Students.
  - If a student or participant needs to be removed from a non-CGS trip, the Trip leader will contact their direct supervisor. The direct supervisor will communicate the situation with the VP for Student Affairs & Dean of Students.
  - The VP for Student Affairs will work with the CGS Coordinator and or the Supervisor to arrange for the coordination of safe transportation back to campus.
  - The emergency contact of the student will be contacted.
  - Any cost associated with the removal from a trip will be the responsibility of the student or participant.
- Participant cancellations: Must be in writing; participant forfeits non-refundable deposits and non-recoverable costs. Medical necessity may be covered under EIIA; contact CGS/EIIA.
- University cancellations (force majeure): The University is not liable for refunds but will make reasonable efforts to reschedule.

## **Travel Expenses & Payments**

- Pre-trip budget: Itemize expected costs; use city/country norms for international trips. If total cost shifts by >10%, obtain amended approval.
- Student billing: Notify Accounting & Business Services upon approval; payments post to the Travel Payments BLI.
- Approvals: Non-CGS travel expenses must be pre-approved by the BLI budget manager and Director/Dean/VP.
- Virtual Cards:
  - Students with approved expenses related to travel shall request a temporary virtual card at least two weeks prior to travel from Accounting & Business Services (ABS).
  - Employees should use their SU card or request a virtual card for expenses at least two weeks prior to travel from ABS.

- The use of personal funds and reimbursement requests instead of the virtual card must be approved by the supervisor and VPPF in advance.
- Receipts: Itemized receipts required (name/address, date, USD amount, description). If unobtainable, submit a Lost Receipt Form with notes. Deadline: within 1 week after return (48 hours for short trips when feasible).
- Mileage: Claim the shortest reasonable route; attach a Google Maps printout.

### **Lodging**

- Choose economical, safe accommodations not exceeding the normal standard room rate.
- Book only after approval and final itinerary.

**Administrative Oversight:** Vice President for Student Affairs and Dean of Students

**Responsible for Implementation:** University Administration