

STUDENT TRAVEL POLICY (REVISED JULY 11, 2018)

PURPOSE

The Student Travel Policy is intended to provide safe travel standards for the Schreiner University community members.

SCOPE

This policy is a University policy that applies to all administrators, faculty, staff, and students. The Dean of Students will be responsible for the oversight of this policy.

POLICY

All travelers participating in university-sponsored travel are responsible for conducting themselves in an ethical manner. All travelers are subject to relevant state, federal, and/or international laws and may be dismissed from the travel. Travelers must not deviate from the proposed trip itinerary without the permission of the trip leader.

Travel Trips

The types of trips covered by this policy include course related field trips, recreational sports club trips, the activities of sponsored student organizations, and meetings of academic organizations where a student is officially representing the University. This policy does not apply to travel undertaken by students to attend out-of-town athletic events, or to engage in student teaching, internships, practicums, observations, or research.

If using the University passenger vans, the driver must have completed the Van Driving Training given by University Security and a copy of the certificate of completion must be submitted.

Students may not be transported by a trip chaperone in a personal vehicle. Students are not permitted to travel to a Schreiner-sponsored activity with their own vehicles that is more than 30 miles away from campus.

Travel Approval

All university travel must be approved by the appropriate departmental supervisor and or dean depending upon the nature of the trip:

- **Independent Student Travel** – Students traveling abroad (domestically or internationally) will work with the Director of Changing Global Society and designated faculty or staff specific to the trip for travel approval.
- **Recognized Student Organized (RSO)**– Student organizations will work with the Director of Student Activities for travel approval.
 - RSO's are required to have an advisor/university volunteer accompany them on trips as the trip leader and will be responsible for carrying a copy of each student's Waiver Form that indicates emergency contact and health insurance information for each student.

- If the advisor is not available, a University volunteer may serve as a temporary advisor upon the approval of the Director of Student Activities or Dean of Students. Upon approval, the temporary advisor will need to register as a university volunteer at least two weeks prior to travel and sign the Travel Advisor's Agreement which outlines the University's expectations. The University will conduct background checks on all Schreiner non-employees.
- Travel requests must be submitted no later than 4 weeks prior to trip.
- **Departmental** – Faculty and Staff will work with direct supervisor and department dean.

Complete the Approval Form for Travel with Students, which is available from the Office of Changing Global Society (ext. 7358). The form includes information about the trip, transportation, and cost. Once the trip is approved, itinerary needs to be completed and sent to the appropriate supervisor before the travel occurs.

All trips must adhere to and provide the following information, roster, itinerary, trip route (type of travel), lodging, emergency contact, insurance, and an identified trip supervisor traveling on the trip.

Trips requesting Changing Global Society funds need to work with the Director of Changing Global Society and follow the trip proposal policy.

Travel Waivers

All university travel requires a completed waiver from trip participants. This includes any non-students/non-employees (e.g., alumni, community members, immediate family members of trip leaders). It is the trip leader's responsibility to ensure that trip participants complete required travel waivers. Trip leaders, the Coordinator of Changing Global Society, Dean of Students, and Security must have access to each trip participant's waiver that indicates emergency contact and health insurance information. These waivers will be kept on file in the Office of the Dean of Students for a minimum of three (3) years.

- Not disclosing a condition on the waiver form that could inhibit or prohibit their participation in the trip is a violation of the Student Code of Conduct and can mean immediate removal from the trip by the trip leader. Students do have the opportunity to discuss any medical/behavioral/mental health conditions with a professional in the Health Center or Counseling Services prior to a trip. This must be done in enough advance before the trip departs.
- Trip participants will be expected to provide evidence of health insurance appropriate for the destination or have a short-term health insurance plan.

Trip Insurance

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 Europ Assistance, 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 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 VPAF. 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.

Student Code of Conduct and Travel

Students are subject to the Student Code of Conduct during their travel. Should a student violate the Code of Conduct, the student may be dismissed from the travel. Any travel costs or other expenses incurred by a student who has violated the Code of Conduct will be the responsibility of the student. It is the policy of Schreiner University to promote safe travel by faculty, staff, students, and other participants on any university-sponsored trip or academic term, whether internationally or domestically. The university has the right to deny student travel due to substantial travel risk.

International Travel Conduct - International travel follows the same conduct rules, students will be asked to sign a statement complying with specific alcohol responsibilities specific to international travel.

A trip leader may choose an appropriate policy of alcohol consumption for a trip that can be more restrictive than the student alcohol policy which states that “students must be of legal age to possess and consume alcohol as dictated by local, state and federal laws.”

Three options

- Zero consumption of alcohol while abroad
- To drink only if they are over 21
- To drink according to the country law (*as per the alcohol policy*)

University funds should not be used to purchase alcohol for self or others, and personal money should not be used to purchase alcohol for students. Faculty/staff members attending and/or leading University trips should note that being intoxicated in the presence of students is not appropriate.

The use of any recreational drugs will not be tolerated, regardless of the rules in-country. Any violation will necessitate the student's removal from the program. Public intoxication will also not be tolerated.

Trip Removal

Trip removal is a circumstance under which the participant violates conditions for participation and the trip leader, their supervisor, the Coordinator of Changing Global Society, and the Dean of Students agree they should be removed before or during the trip. Reimbursement may not be available depending on the circumstances. Trip removal is a circumstance under which the participant violates conditions for participation and the trip leader, their supervisor, the Coordinator of Changing Global Society, and the Dean of Students agree they should be removed before or during the trip. Reimbursement may not be available depending on the circumstances.

Motor Vehicle Transportation

Schreiner University contracts with Enterprise for car rentals if school vans are not available. Rental with Enterprise should be booked no later than two weeks before the trip.

Vehicle Operator Requirements:

1. Operators shall comply with all laws, regulations and posted signs or directions regarding speed and traffic control.
2. Operators shall take a mandatory 15-minute rest break every four hours.
3. Operators shall drive no more than ten hours in any 24-hour period.
4. Trips requiring more than ten hours of driving time to reach a point of destination shall require overnight lodging.
5. A navigator shall be assigned for all trips scheduled to take more than two hours.
6. Occupants of motor vehicles shall use seatbelts at all times, when the vehicle is in operation.
7. Occupants of motor vehicles shall not possess, consume or transport any alcoholic beverages or illegal substances.

8. The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity, or the number specified by University policy, federal or state law or regulations, whichever is lowest.
9. It is required that all 15-passenger vans be operated only by authorized drivers. They must have completed the University's van driving training.
10. 15-passenger vans shall not carry more than 12 occupants (including the driver) at any one time.

Air Transportation

Airfare bookings need to be made through STA Travel for groups, and for the most economical travel class unless there is a medical issue that can only be accommodated in a higher class, with a note from a doctor documenting this.

Because airlines should be booked through a contracted agent, trips should not be based on frequent flyer miles, but lowest cost to the university.

For international trips, layovers must be no shorter than three hours for connecting flights. Five hours is the recommended length of time.

Mileage Reimbursement

Mileage should be shortest distance between two points. If transportation occurs between the staff/faculty member's home to airport or school to airport, they should choose the shortest distance for mileage reimbursement. Use Google Maps to determine this mileage.

Overnight Accommodation

Hotels should not exceed the normal standard room rate for the area travelers are resting in.

Accommodation should be booked once the destination is confirmed, approved, and the itinerary is finalized. (Hourly staff should consult with HR to receive permission to book accommodations).

Recognized Student Organizations

- If a recognized student group would like to stay overnight at a conference, the University requires that an advisor/University volunteer accompany them.
- If a student group is unable to have their appointed University Advisor travel and stay the night with them, a University volunteer may serve as a temporary advisor upon the approval of the Director of Student Activities and Volunteer Service, Dean of Students or V.P. of Finance and Administration. The temporary advisor will have to sign the Travel Advisor's Agreement which outlines the University's expectations. The University will conduct background checks on all Schreiner non-employees.

Trip Cancellation

If a traveler would like to cancel their participation with a trip for any reason they must do so in writing as soon as they have made the decision to cancel.

If a student or trip participant cancels a trip or term abroad he or she forfeits the non-refundable deposit plus any additional payments towards the trip. Travelers who withdraw after the trip has been confirmed will be responsible for paying for the application fee, any confirmation deposit, and any other expenses that have been paid on their behalf and are not recoverable. If a traveler cancels due to a medical necessity, this may be covered under EIIA's travel insurance policy. For more information, contact the Coordinator of Changing Global Society or EIIA directly.

If Schreiner University cancels a trip due to a force majeure occurrence, the university shall not be liable for a refund. The University shall make reasonable effort to reschedule the trip if this occurs.

Emergencies and Risk Management

A travel emergency is any circumstance that poses a genuine risk to, or that has already disturbed the safety and well-being of trip participants. **Emergencies will include, though not be confined to, the following types of events and incidents:**

1. Disappearance or kidnapping of a participant;
2. Criminal assaults against trip participants;
3. Sexual assault or rape;
4. Serious illness, physical or emotional, injury or death;
5. Hospitalization for any reason;
6. Suicide ideation, threats, and attempts;
7. Arrest, incarceration, or deportation;
8. Terrorist threat or attack;
9. Local political crisis;
10. Natural disasters such as major fires.

In the event of a life-threatening emergency, travelers should first call 911 or the local equivalent of 911 (i.e., local emergency services).

Secondly, they should contact EIIA, Schreiner University's emergency travel insurance. Phone calls are preferred to emails. Please see information about EIIA in the Travel Insurance section.

Finally, trip participants should contact the trip leader, who is responsible for contacting their appropriate next contacts determined before the trip. This next contact are available to recommend appropriate steps depending on the emergency and should be contacted as soon as possible after an emergency.

Please note that these are considered emergencies whether the trip is domestic or international.

Expenses and Payments for Travel

Before Trip

Domestic trip cost proposals should be itemized and based on best guess estimate if no information is available about actual cost (such as meals, public transportation, etc).

International trip cost proposals should be based on international rates by country and city destinations, which can be found on the US Department of State website or Oanda.com.

For excursions and activities, the trip proposer may be asked by their supervisor or dean how it fulfills learning outcomes or benefits the university or students.

If significant change happens in travel costs (greater than 20%), authorization must be amended, and needs to be re-approved by the trip leader's supervisor.

For payments, notify the Business Office when your trip is approved so students can be billed appropriately when their payments are due. All trip payments will go into a Travel Payments BLI that the Business Office and CGS Coordinator can inform trip leaders about.

For professional development and individual sponsored travel, cancellation charges will be reimbursed only if it is beyond the employee's control, and they can provide documentation to that effect.

Travel advances may be given in check form from the Business Office. Remaining travel advance or petty cash needs to be returned within 24 hours after the trip conclusion. If the employee wishes to use an SU credit card they may be issued one or use their own. If they do not already have a card, they can request a card be issued from the Business Office but must get approval from their supervisor and the VPAF.

During Trip

Explanations for travel funds are reported to the IRS, so itemized receipts will be needed if possible. If it is not possible to obtain an itemized receipt, notes need to be taken and submitted on the costs instead. Original receipts need to include the name/address of the business, the date of expenditure, the USD amount, and a description of the purchase. Receipts must be submitted no more than 30 days after the trip is concluded.

If ATMs are used, a receipt indicating the conversion rate should be turned in to the CGS Coordinator. An SU card can be used as an ATM card if it is arranged a month ahead of time to have a pin created for the card.

After Trip

If a receipt is lost or not obtained for an expenditure, a missing receipt form from the Business Office needs to be filled out.

If the final cost for trip is over or under budget by more than 5% of the proposal and/or amendments, the leader should consult with their supervisor on next steps.

Final receipts and budget balance should be known 48 hours after shorter trips, and one week after longer trips.

Best Practices

For the trip leader on overseas trips:

- If possible at accommodations, keep valuables in safe such as passport, and go out during activities with paper copy of passport unless actual passport is needed.
- Establish meeting point for students in case they become separated. This will usually be the common area of their accommodations, or the facility they are taking courses in.
- If a staff member does not clear security, all students will be instructed to wait until the situation is assessed and cleared up. If travelling with multiple chaperones, one should be towards the front of the group in security, and one at the back.
- The trip leader will not board the plane until all students have boarded.
- Always carry a copy of contacts at Schreiner, travel roster, emergency contacts, and student travel waivers.
- Review airport security requirements for airports in the US and in the connection/destination countries.
- A guide of who to contact depending on the level of risk can be given to chaperones by the CGS Coordinator.

Overview of Timeline for Trips

Part of Trip	Who is in charge?	When should they do this?
Trip Proposal	Trip leader	When programming is determined for next term or year, or by supervisory request
Trip Budget	Proposed by trip leader, approved by supervisor, monitored by both	When travel is proposed, throughout planning, during trip, analyzed after trip
Booking transportation, excursions, other plans	Trip Leader with assistance from pre-approved vendors	Consult section on Transportation. For short trips, 3 weeks before, for long trips, ASAP after approved
Recruiting Students	Trip Leader	Before the date designated for roster finalization, and ASAP after trip is approved
Managing participant payments	Trip Leader and Business Office	Give relevant information to Business Office no more than 3 days after trip is approved, Business Office

		will update leader upon request, should be done weekly for short trips, or by each payment date for long trips
Ensuring waivers are complete	Trip Leader and those who have access to waiver submissions (Coordinator of Changing Global Society)	Trip leaders can request access to pull their trip waiver information from Jenzebar. If not, they can be pulled from Jenzebar or Schreiner One by the Coordinator of CGS. This should be requested at least 48 hours before travel occurs.
Coordinating during trip	Trip leader, with assistance from faculty, staff, and student workers on trip	During entire trip
Emergency assistance	Trip leader, with assistance from accompanying faculty/staff, supervisor and department dean, provost and president depending on level of emergency. EIIA or other emergency assistance provided by transportation/provider	In the event of an emergency during trip
Post-trip budget analysis, turning in receipts, de-brief with supervisor	Trip leader, supervisor, department dean if needed	No more than 48 hours after short trip, one week for longer trips

Definitions

Travel: Any activity that is partially or entirely funded by Schreiner funds, and occurs more than 40 miles away from campus. This may or may not include an overnight stay. Domestic travel is anywhere within the US or its territories, and international is any travel outside of the US or its territories.

Domestic travel: Defined as overnight travel within the U.S., including its territories, and more than 100 miles from the university campus.

International travel: Defined as travel between the U.S., including its territories, and any other nation/country.

Student travel: Defined as any travel sponsored and/or promoted by Schreiner University. This includes both domestic and international travel.

Traveler: Any individual – faculty, staff, student, trustee, volunteer, chaperone, alumni, or other participant – participating in a university-sponsored trip and/or spending a term away/abroad.

Trip leader: Any Schreiner University faculty, staff, or trustee who is responsible for running the activities of an off-campus trip, whether domestically or internationally.

Trip participant: Any individual – faculty, staff, student, trustee, volunteer, chaperone, alumni, or other participant – attending a university-sponsored trip, whether domestically or internationally.

University-sponsored travel: Defined as travel that that Schreiner University endorses by supporting it financially through Schreiner Experience or other funds. This includes both trips and terms abroad.

Organized event is one that is initiated, planned and arranged by a member of the University's faculty or staff, or by the members of a sponsored student organization, and is approved by the Director of Student Activities.

Sponsored event or activity is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University. An **enrolled student** is one who has been admitted to and is attending classes at the University.

Administrative Oversight: Dean of Students

Responsible for Implementation: Dean of Students