

STUDENT TRAVEL FOR UNIVERSITY SPONSORED ACTIVITIES

ACADEMIC FIELD/STUDY TRIPS, ATHLETIC EVENTS, UNIVERSITY PROGRAMMING, AND INTERNATIONAL TRAVEL

All University sponsored student travel in the categories mentioned above will have prior approval by the immediate supervisor with notification filed in the Office of the Vice President for Student Development. Domestic travel will be approved two weeks before the travel date and international travel will be approved one month before the travel date.

Sponsoring faculty and staff whom are responsible for the travel will submit the appropriate travel form that will include the following information: purpose of the travel, destination, time and date of departure/arrival, names of instructors/supervisors accompanying students, names of students participating along with EMPLID, emergency contact information. Chaperones and volunteers who are not University employees must be included in this list. **See Attached Travel Request for Approval Form.**

Instructors/supervisors will obtain a signed informed consent from students participating in travel activities that outline the expectations of the students, any unusual risks, and consent for emergency medical treatment. Courses that utilize field trip exercises need to have consent forms on file for the entire academic term to be kept in the department office. In some cases, releases of liability may be appropriate. **See Attached Consent Form.** Students using their own conveyance to the destination, or leaving the approved travel to return by their own means will sign the Student Travel Release Form. **See Attached Release Form.**

For insurance purposes, students engaged in domestic University sponsored travel are covered through the North Dakota Risk Management travel insurance. Students engaged in international travel will have to provide proof of additional insurance coverage specifically for this purpose. Students who travel independently prior to, or after the University sponsored activity are NOT covered through state Risk Management. **Note: students and faculty using their own vehicles for the purpose of participating in a student travel activity are NOT covered by Risk Management insurance.**

In the case of an emergency during the travel activity, medical or otherwise, the instructor/supervisor is authorized to take whatever measures necessary to alleviate the emergency. Also, the University Office of Student Development and the immediate supervisor of the travel activity instructor/supervisor will be contacted immediately.

INCLUDED IN THE STUDENT GUIDE, ACADEMIC POLICIES AND PROCEDURES MANUAL, AND THE UNIVERSITY POLICY MANUAL

**Approved by Cabinet 1-22-08
Effective July 1, 2008**