

University of Nebraska at Kearney

Procedures for Travel Involving Students

1. Purpose

1.1 The University of Nebraska at Kearney seeks to promote safe student travel to events and activities. University travel involving students is limited to:

1.2 Students who are:

1.2.1 Employees of the University.

1.2.2 Members of the Board of Regents.

1.2.3 Members of an official University committee approved by the Chancellor's Office traveling on University business.

1.3 Students on field trips conducted as part of an approved instructional program.

1.4 Students who travel as representatives of the University, such as members of performing groups or teams.

1.5 Students who have obtained proper insurance coverage.

2. Objectives

2.1 The Procedures for Travel Involving Students are as follows:

2.2 The Procedures for Travel Involving Students applies to student travel that extends beyond a ten-mile radius of the campus of the University of Nebraska at Kearney and is done with the financial or partial financial support of an office or department of the University. Examples of travel that fall under this Policy include: field trips or community service travel, trips to attend and/or present at professional conferences, travel for recognized student organizations, and students traveling with Student Event Ticket (SET) and/or Pepsi funding.

2.3 The Procedures for Travel Involving Students does not apply to travel undertaken by students engaging in student teaching, field experiences, internships, practicums, observations, independent research, sports clubs, international travel, study abroad or to travel for participation in intercollegiate athletics under the auspices of the Athletic Department. Additionally, the policy does not apply to travel carried out by individual students attending out of town athletic or recreation events as non-participants.

2.4 The Procedures for Travel Involving Students is intended to cover travel that originates from the campus of the University of Nebraska at Kearney. A student residing in a city other than Kearney who travels from his or her home city to another location is excluded from the Procedures for Travel Involving Students.

2.5 The Procedures for Travel Involving Students requires students engaging in official travel for the University to be covered by University Travel Insurance purchased through the UNK Office of Risk Management.

3. Processes

3.1 The procedures in this policy govern student travel that extends beyond a ten-mile radius of the campus of the University of Nebraska at Kearney and meets the criteria for student travel as outlined in "Section 2: Objectives" of this document.

3.2 The *University Employee Requesting Student Travel* will complete, at least one week prior to travel, a Student Travel Insurance Form available through the Office of Risk Management.

3.3 The Student Travel Insurance Form will be used to document student travel. The form will state: the purpose of the trip, the intended destination, the departure and return to campus dates, the name of the hotel if the trip is an overnight stay, the name of the *Responsible Party Traveling with the Group*, the mode of transportation, the list of students who will participate in the trip, and the funding source for student travel insurance.

4. Transportation Arrangements

4.1 Procedures for obtaining transportation for students and for transporting students are governed by the UNK Driving and Motor Pool Vehicle Policy. Travel involving students must comply with this policy. Prior to traveling, the *University Employee Requesting Student Travel* and the *Responsible Party Traveling with the Group* are required to carefully review the complete UNK Driving and Motor Pool Vehicle Policy.

4.2 Vehicles are available for students to use through the UNK Driving and Motor Pool department. Moreover, students are encouraged to utilize vehicles from the UNK Driving and Motor Pool department. Students may contact **(308) 865-1800** for more information.

4.3 As outlined in the UNK Driving and Motor Pool Vehicle Policy: “Any individual who drives his or her personal vehicle to a University activity or on University business is responsible for the safety of himself/herself as well as all passengers. The University bears no responsibility and is not liable for the operation or operating condition of personal vehicles and expects such drivers to comply with state law requirements regarding insurance coverage and to carry appropriate automobile liability insurance. Personal automobile insurance is the primary insurance coverage when a personal vehicle is used for a University activity or University business. All costs, including fuel, maintenance, or damage, which may occur while on University business is the responsibility of the owner of the personal vehicle.”

4.4 If a personal vehicle is utilized for student travel, the *University Employee Requesting Student Travel* is responsible for verifying that the personal vehicle is insured. The *Campus Risk Manager* may require that drivers of personal vehicles submit copies of insurance to his/her office.

4.5 Owners/drivers of personal vehicles are advised that, whenever a personal vehicle is driven for university use, the owner’s personal insurance will be utilized. Regardless of the vehicle driven, travel must comply with the UNK Driving and Motor Pool Vehicle Policy.

4.6 When more than one vehicle is utilized, it is recommended that the vehicles travel as a caravan. Additionally, when more than one vehicle is driven, the *Responsible Party Traveling with the Group* is advised to maintain a list of student travelers in each vehicle.

5. Lodging Arrangements

5.1 Student rooms will be maintained as same sex. No overnight guests are allowed. Students, who for health or other reasons prefer not to lodge with other students, should lodge in a single room.

5.2 Advisors and/or part- or full-time employees of the University (including graduate assistants) will not room with students. Additionally, advisors and/or part- or full-time employees of the university will not room with graduate assistants. The *Responsible Party Traveling with the Group* is advised to create a roommate list.

6. Conduct

6.1 Travelers are expected to maintain professional conduct. Students are governed by the Student Code of Conduct as outlined in the Student Handbook, as well as by the guidelines of their academic classes and organizations, while engaging in travel governed by this policy. This regulation includes attendance at conferences, workshops, programs, events, and activities from the time of departure until returning to the campus. Students are accountable under the UNK Student Code of Conduct throughout the duration of the travel, including, but not limited to:

6.1.1 Use, possession, distribution, or being in the presence of alcoholic beverages, except as expressly permitted by state and federal law and University regulations, is prohibited.

6.1.2 Additionally, use, possession, distribution, or being in the presence of narcotics, marijuana, drugs or other controlled substances or possession of paraphernalia for their administration, is prohibited.

6.2 Students traveling for the purpose of attending conferences, workshops, programs, and events representing the University must follow the procedures as prescribed herein:

6.2.1 Participants should conduct themselves in a manner that positively reflects upon themselves and the University of Nebraska at Kearney.

6.2.2 Participate fully in the conference or workshop by attending all programs, workshops, activities, and events as outlined by the hosts or sponsors.

6.2.3 Attend as many different sessions as possible in order to obtain the greatest amount of information and/or resources.

6.2.4 Dress appropriately for the conference or event based on the guidelines provided by the conference or event organizers. Students should direct any questions regarding dress to the instructor or advisor of the group prior to leaving campus.

6.3 Students who fail to follow these procedures will be subject to disciplinary action and may be returned to campus prior to the rest of the group. Participants may be held responsible for additional expenses as a result.

7. Reporting a Safety Concern, Emergency or Accident

7.1 In the event of a safety concern, violation of the Procedures for Travel Involving Students, and/or other emergency, the *Responsible Party Traveling with the Group* should immediately contact local medical care and/or law enforcement and assistance in the area. Following this notification, the *Responsible Party Traveling with the Group* should notify the **UNK Department of Police and Parking Services at (308) 865-8517**, as well as the *University Employee Requesting Student Travel*.

7.2 The *University Employee Requesting Student Travel* is expected to take an active role in implementing contingency plans for the group in the event of a vehicle malfunction, accident, illness or other travel disruption. **The after-hours and weekend number for Police and Parking Services is (308) 627-4811.** Procedures for reporting an accident are available in the Vehicle Travel Log Book. Additionally, complete procedures for reporting an accident can be found in the UNK Driving and Motor Pool Vehicle Policy.

8. Definitions

8.1 Student Travel Insurance Form: A signed or electronic document shall be submitted by the University Employee Requesting Student Travel at least one week prior to the intended travel.

8.2 University Employee Requesting Student Travel: A member of the faculty or administration/managerial staff of the University of Nebraska at Kearney with the authority to expend University funds. This individual is responsible for confirming that the travel has been properly approved and authorized. The University Employee Requesting Student Travel is expected to help outline and implement contingency plans for the group in the event of a vehicle malfunction, an accident or illness, or other travel disruption.

8.3 Financial Support: Funds for travel, including, but not limited to funds and/or reimbursement for: meals and lodging, transportation, conference registration, access to vehicles, tickets, or use of any funds under University control.

8.4 Student: The term “student” includes persons taking courses at the University of Nebraska at Kearney, whether full-time or part-time, pursuing undergraduate, graduate, or professional studies.

8.5 Representing the University: Each student and/or member of a student group, as well as each faculty and staff member, will be considered to be representing the University while attending University funded activities, conferences, and events during travel.

8.6 Responsible Party Traveling with the Group: The Responsible Party Traveling with the Group may be the University Employee Requesting Student Travel. He or she shall be approved to travel with the group by the University Employee Requesting Student Travel. The Responsible Party Traveling with the Group will accompany students during the trip and ensure that travel guidelines are followed. The Responsible Party Traveling with the Group is responsible for proper preparation of the participants concerning behavior and travel guidelines. The Responsible Party Traveling with the Group will serve as the first contact with the University. Additionally, the Responsible Party Traveling with the Group is expected to communicate with the campus and help outline and implement contingency plans in the event of a vehicle malfunction, accident, illness, or other travel disruption.

8.7 Student Group: A group of students recognized by a University department as such.

8.8 Additional Travel Contact: The University Employee Requesting Student Travel may designate an Additional Travel Contact. This individual may be a part- or full-time employee and/or a graduate student of the University, or an advisor or upper-class student approved by the University Employee Requesting Student Travel. This position is not required, but is encouraged. The Additional Travel Contact will provide support to the Responsible Party Traveling with the Group and serve as an ancillary contact with the University.

8.9 Recognized Student Organization: A group of students officially recognized by UNK Student Government (Associated Students of the University of Nebraska at Kearney).



STUDENT TRAVEL INSURANCE

Cost: 25 cents per student / per day

Domestic Student Travel insurance is available through the University of Nebraska at very reasonable rates. The purchase of this insurance provides additional coverage for students should an accident occur causing injuries or fatalities. Departments have the option of paying cash or charging it to their department account. Complete forms must be returned to the Office of Risk Management, located in Founders Hall – Suite 2113 D, prior to departure.

Date submitted: _____ Purpose of trip: _____

Departure date: _____ Return to campus date: _____ Destination: _____

Responsible Party Traveling with Group: _____

Contact number while on trip: _____

Name of additional travel contact: _____

Contact number while on trip: _____

Please attach a copy of your trip itinerary to this form.

Mode of travel, University vehicle Personal vehicle Airline Charter bus
check all that apply: Other (please specify): _____

If a non-chartered vehicle is being utilized, complete the shaded area below:

Driver(s) name	Date of birth	License number	State issuing license

Lodging dates: _____ to _____ Name of hotel: _____

Hotel address: _____ Hotel phone: _____

The premium for the insurance coverage for the trip (see formula below) will be charged to:

Department Account No. _____ Or premium enclosed: _____

Formula: Number of students: _____ X Number of days : _____ X \$0.25 = _____

Advisor/Faculty Signature: _____ Date: _____

Required student information:

Students' name	Students' NU ID number

Limits of Coverage: Accidental Death \$30,000; Accidental Dismemberment \$30,000; Accidental Medical Expense \$2,500 / Dental \$250 per tooth; Emergency Evacuation \$10,000; Repatriation of Remains \$5,000 aggregate limit.

The Advisor/Faculty members should remind students to update their emergency contact information in MyBLUE.

Copies of the Assumption of Risk & Liability form should be retained in the group's Advisor/Faculty member's office.