

## **Registered Student Organizations • Travel Policy**

University of Minnesota, Morris

**This statement of standards and policies related to student organization travel was adopted by the UMM student Services Committee on April 29, 2003.**

**From the UNIVERSITY OF MINNESOTA STUDENT CONDUCT CODE:** It is the policy of the University of Minnesota that certain minimum standards of conduct are necessary to safeguard the rights, opportunities, and welfare of students, faculty, staff, and guests of the University community and to assure protection of the interests of the University as it seeks to carry out its mission. The following university interests are relevant to a code of conduct and to student group travel:

- ❖ The University has a fundamental concern with conduct that breaches the peace, causes disorder, and substantially interferes with the rights of others.
- ❖ The University has a fundamental concern with behavior that threatens or actions that imperil the physical and mental health and safety of members of the University community.
- ❖ The University has an obligation to protect its property and the property of members of its community from theft, damage, destruction, or misuse.
- ❖ The University has an obligation to support and be guided by applicable state and federal laws.
- ❖ The University has a concern about behavior repugnant to or inconsistent with an educational climate.

The University of Minnesota Code of Conduct applies to all students and student organizations of the University, both on-campus and when students are traveling with a student organization. Relevant disciplinary offenses actionable by the University include, but are not limited to, falsification; threatening, harassing or assaultive conduct; disorderly conduct; theft, property damage or vandalism; violations of federal or state laws such as laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson.

Student organizations and UMM administrative units may determine additional policies and procedures for group travel and participant conduct. Travelers are expected to conduct themselves respectfully and responsibly in demeanor, dialogue and behavior.

**Trip and Emergency Contact Information** – Trip organizers will file information with Student Activities no later than 48 hours prior to the group's departure. Two forms must be completed: *Emergency Contact Information* and *Liability Waiver Form*.

Student Activities will provide a copy of a the *Emergency Contact Information* to Campus Police and the Vice Chancellor for Student Affairs. The *Emergency Contact Information* form includes:

- A complete trip itinerary with contact phone numbers
- A complete participant list with emergency contact and insurance information
- Completed participant liability forms (Note: Students under 18, including PSEO students and others, require parent/guardian signature.)

### **Lodging**

- Travelers will abide by hotel occupancy regulations, providing an accurate statement of occupancy at check-in.
- Single sex rooming accommodations are required.

### **Use of University vehicles**

- Vehicle reservations and driver authorization forms shall be completed through the Office of Student Activities.
- All drivers must be at least 19 years of age and possess a valid U.S. or Canadian driver's license.
- Insurance liability:
  - only drivers with completed driver authorization forms are covered by the University's vehicle insurance
  - insurance deductible or repair amounts in the event of a loss are the responsibility of the user. Failure to have authorized drivers will result in the insurance deductible increasing from \$ 500 to \$10,000 for the organization renting the vehicle.
  - additional vehicle use information is available on the UMM web site.

### **AFRC travel guidelines**

*Travel should be used economically and sparingly. In travel situations, groups should send only a very small number of responsible representatives where it is too expensive to send the entire organization. The committee appreciates any effort directed toward devising more economical travel. Food on trips cannot be funded through Activity Fee funds. Lodging and other costs should be offset by financial contributions from participating students.*

*AFRC may fund up to 90% of an AFRC or ASG group's travel expenses with the exception of groups whose sole purpose is to procure campus programming. Such groups will receive 100% funding. The unpaid balance can come from co-sponsorships from non-activity fee funded groups, fundraising, and participant contribution.*

*AFRC funds may not be used for meals/food purchased while traveling.*

### **Budget considerations, reservation and payment processes**

- Student organizations must work with the Office of Student Activities staff in advance - i.e. six to eight weeks before departure - to ensure that adequate funds are available, University policies and procedures are followed, and logistics have been worked out prior to initiating travel plans. This includes, but is not limited to, registration, lodging, air travel, and ground travel.
- Participant portion of the eligible costs (see AFRC section) must be submitted to Student Activities before travel and before financial commitments are made to vendors.

### **Failure to adhere to UMM travel policies** may result in any or all of the following sanctions:

1. Students (individuals and/or organizations) may be required to reimburse all monies allocated for group travel from the Activity Fee Review Committee and other campus funding sources.
2. Future allocations from this fund may be denied for a period of one year or more to the individual(s) and/or organization found responsible.
3. Other administrative sanctions may be imposed at the discretion of the Director of Student Activities.
4. Student conduct code violations may also be addressed through administrative action or by the Student Behavior Committee. When students or student organizations are found guilty of conduct code violations, sanctions may range from warning and admonition or required compliance to probation, suspension or expulsion.

**Student Organization** \_\_\_\_\_  
**Student Organization Trip Coordinator/Leader** \_\_\_\_\_  
**Trip Purpose** \_\_\_\_\_  
**Destination** \_\_\_\_\_ **Inclusive Dates** \_\_\_\_\_

**Each traveler must read the UMM Travel Policy and certify below:**

I have read and understand the University of Minnesota, Morris Travel Policy

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