

## **Student Travel Policy – Domestic**

*Domestic travel includes travel within and between any of the 50 States of the United States and its possessions and territories and also includes travel between the United States and Canada and within Canada, and between the United States and Mexico and within Mexico. For travelers who live outside the United States and its possessions, domestic travel is that travel performed within the travelers' own country. Note: A passport is required for travel between the United States, Canada and Mexico.*

### **I. Overview of Student Travel**

- A. *This policy has been developed to provide a guide and clear instructions for students and faculty/staff members involved in university travel (reimbursable and non-reimbursable.) This policy is applicable to travel sponsored by student organizations and to departmental travel in which students are involved.*
- B. *Our primary regulation is that all University travel must be pre-approved. Prior travel approval insures the traveler's supervisor and/or department head approves of the activity, funds are available for reimbursement of expenses travel is allowable on the funds, and any staff/faculty traveler with benefits is covered under workman's compensation insurance. In addition, approved actions while on official travel are actions by an agent of the university, without approval the same actions could be considered as those by a private individual for which the traveler could be personally liable.*
- C. *This policy also serves as a mechanism to make certain that the safety and interest of our students are assured. Moreover, they provide guidance in order to increase the likelihood that our students will be safe and if something should happen, we (the representatives in charge) are prepared to address it in an appropriate manner.*

### **II. Student Conduct and Responsibilities**

- A. *Students involved in student travel, are expected and required to abide by the laws of the State of Indiana and of the United States and the rules and regulations of Purdue University, to conduct themselves in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct which tends to obstruct the work of the University or to be injurious to the welfare of the University. A student who violates these general standards of conduct may be subject to administrative actions and/or disciplinary penalties. University policy prohibits the use or possession of alcoholic beverages on campus and while involved in University sponsored activities while traveling. Consumption, outside of university-related events, of alcoholic beverages by students of legal drinking age will be governed by the guidelines set out for the trip. For example, if students are participating in a graduate visitation program at the University of Iowa and the official structured program ends at 5:00 p.m., students of legal drinking age may go out for an unsupervised dinner and have an alcoholic beverage if allowed by guides as expressed by university representative in charge.*

- B. *The following are a limited list of additional common rules that students must follow while traveling. This list is not an all inclusive list.*
1. Students must uphold all regulations and policies of Purdue University-Calumet, including the *Regulations Governing Student Conduct, Disciplinary Procedures and Appeals*.
  2. Student must attend all scheduled events and activities. Permission to leave the group must be received from the university representative who is in charge once all scheduled events and activities have concluded.
  3. Students are responsible to arrive on time at all scheduled activities and events as indicated by school representatives and/or distributed itinerary.
  4. Students are responsible for all expenses they personally incur outside that authorized by the university.
  5. Students will be held financially responsible for any damages or losses to personal property that result from their misuse of such property i. e. damages to hotel rooms, theft of hotel linen, etc.

**III. Procedures** - The Form 17, *Request for Authority to Travel on University Business*, is the University document that communicates the need to be in travel status when traveling outside Indiana. For the purpose Student Travel, a Form 17 must be completed when students are involved in travel whether in or out of the State of Indiana. The Form 17 should be approved two weeks prior to travel.

An student or student group is in travel status when traveling on official business for Purdue whether or not expenses will be reimbursed by the University.

- A. *Procedure – Accompanied by Faculty/Staff Member*
1. Have Travel Center complete Form 17 with all supporting documentations and attach list of students who are traveling.
  2. Complete *Waiver, Release and Hold Harmless Agreement Form* for all students participating in travel.
  3. If one more than one staff person is traveling, make certain that all student expenses for the trip are placed on at least one accompanying faculty/staff member's Form 17.
  4. For any minors on trips, a *Medical Treatment Authorization for Minor* should be completed (minors are anyone under the age of 17 years.)
  5. Complete *Emergency Contact Form* for each student participating in travel.
  6. Develop a travel itinerary that is to include dates and times of all travel activities; the name and cell phone number of the university representative in charge of the trip; the name, institution, telephone number, and title of all contact persons; the name address, city, state, and telephone of all places of lodging; when using a chartered bus - the company name, contact person(s), address, telephone number, and bus driver's name (when available); when traveling by air – flight information

such as airline name, air port name, and departure and arrival times; and the departure time from Purdue University Calumet and the estimated arrival time back at Purdue University Calumet.

*B. Procedure – Not Accompanied by Faculty/Staff Member*

1. Have Travel Center complete Form 17 with all supporting documentations for students participating in travel.
2. Complete *Waiver, Release and Hold Harmless Agreement Form* for all students participating in travel.
3. For any minors on trips, a *Medical Treatment Authorization for Minor* should be completed (minors are anyone under the age of 17 years.)
4. Complete *Emergency Contact Form* for each student participating in travel.
5. Develop a travel itinerary that is to include dates and times of all travel activities; the name, institution, telephone number, and title of all contact persons; the name address, city, state, and telephone of all places of lodging; when using a chartered bus - the company name, contact person(s), address, telephone number, and bus driver's name; when traveling by air – flight information such as airline name, air port name, and departure and arrival times; and the departure time from Purdue University Calumet and the estimated arrival time back at Purdue University Calumet.
6. In the event that a student needs to operate a University owned or leased vehicle, complete *Request for Non-Employee to Operate Purdue University Vehicle Form*.

*C. Procedures – Student Organizations*

1. Complete on line Scheduling/Event form. A minimum of five business days is required for approval. (Student organizations must allow a minimum of two weeks for conference/workshop travel).
2. If more than one student organization member is traveling, a list of students' names and emergency contact information must be attached.
3. If a staff/faculty member is accompanying the student organization a form 17 must be completed.
4. Each student traveling must complete a *Waiver, Release and Hold Harmless Agreement Form*.
5. Complete Medical Treatment Authorization for Minor for all minors participating in trip as needed.
6. For travel to conferences and workshops develop a travel itinerary that includes dates and times of all travel activities; address, city, state, and telephone of all places of lodging; when using a chartered bus – the company name, contact person(s), address, telephone numbers, and bus driver's name; when traveling by air – flight information such as airline name, airport name, and departure and arrival times; and the departure time from Purdue University Calumet and the

estimated arrival time back at Purdue University Calumet. Completed registration forms must be attached, along with conference/workshop itinerary.

7. Director of Campus Life reviews and approves submitted forms and forwards to Business Administrator for Student S office for approval.

#### **IV. Liability – Risk Management Forms**

- A. *Form RM 29: Waiver, Release and Hold Harmless Agreement – All must complete*
- B. *Form RM 101: Request for Non-Employee to Operate Purdue University Vehicle – Must be completed when students will be operating a university owned or lease vehicle. Forms must be mailed to Risk Management one week prior to start of the trip. A copy of a valid driver's license must be attached to this form.*
- C. *Form RM 28: Medical Treatment Authorization For Minor – Must be completed when minors are traveling (e. g. Upward Bound and Educational Talent Search Programs participants)*
- D. *Form RM 05: Request for American Income Medical/AD&D Coverage*

#### **V. Funding**

- A. *Development of Travel Budget*
  1. Lodging Expenses (for large groups, two (2) students per room – recommended)
  2. Subsistence – based upon University approved per diem policy
  3. Transportation cost – may include air fare, ground transportation, luxury bus transportation
  4. Admission fees as applicable
  5. Other
  6. For Student Organizations, consult *Student Organizations Financial Procedure Manual*, revised 2006 (pages 10-11.)
- B. *Pre-Payments/Cash Advances*
  1. Lodging – The Travel Center is able to pre-pay all (student and faculty/staff) lodging cost for travel where students are involved.
  2. Subsistence – A cash advance to cover subsistence for students may be requested from the Business Administrator for Student Services' office. This request is based upon the subsistence rate noted in the approved Form 17. Accompanying faculty/staff subsistence will be reimbursed upon return using the Form 25.
  3. Transportation Cost – Rental car and taxi expenses can not be pre-paid by the Travel Center. A cash advance can be requested to pay for this.
  4. Admission Fees – A cash advance for admission fees for students and accompanying faculty/staff may be requested from the Business Administrator for

Student Services' office, if the vendor does not accept a credit card. If the vendor does except a credit card then the Travel Center can pre-pay this expense.

5. Cash Advance – A Cash Advance can be requested for any costs not paid by the Travel Center. You must have an approved form 17 before the cash advance can be requested.
6. For Student Organizations, consult Student Organizations Financial Procedure Manual, revised 2006 (pages 9-10.)

C. *Sources of Funding*

1. Academic Departments/Schools
2. Sponsored Programs
3. Vice Chancellor for Academic Affairs
4. Student Government
5. Any other University Accounts
6. Student Organization Account

**VI. Before You Leave**

- A. *Pickup all Cash Advances*
- B. *Collect all required forms for travel*
- C. *Upon leaving the University, the chaperone or person in charge of the trip is to leave a copy of the itinerary and a list of names of persons participating in trip with the Travel Center, the University Police, the Vice Chancellor for Student Affairs, and his or her home department. Completed copies of the "Emergency Contact Form" are to be left with the University Police.*
- D. *For Student Organizations, the Student Activities Office must receive a copy of the itinerary and a list of names of persons participating in trip.*

**VII. While Traveling**

Information found in this section as it relates to actions to take in case of an emergency is primarily provided as a guide. Reaction to incidents will and do vary depending upon the circumstance. University representatives in charge should use their judgment of how to best handle an emergency situation. In addition to guidelines for student travel that are found in this document, it is highly recommended that departments develop travel policy that further provides for the safety and welfare of students participating in travel. Departmental developed student travel policy should not, however, run contrary to established University policy. Finally, it is highly recommended that all departments hold a trip orientation meeting prior to the departure to share trip expectations and guidelines.

- A. *Keep up with all receipt, invoices, etc. that are received throughout the trip*
- B. *In case of an incident (student required to seek medical attention)*
  - 1. Make certain that student or faculty/staff member receives the required medical attention.
  - 2. Report it to the Purdue University Calumet Police Department – 219.989.2911.
  - 3. Complete Purdue University Calumet Incident form
- C. *In case of a student egregiously violates Student Conduct Code as determined by accompanying faculty/staff member*
  - 1. Report it to the Vice Chancellor for Student Affairs or designee.
  - 2. Complete Purdue University Calumet Incident form
- D. *In case of the death of a student*
  - 1. Contact the Purdue University Calumet Police Department – 219.989.2911.
  - 2. Complete Purdue University Calumet Incident form
- E. *In case of the arrest of a student*
  - 1. Contact the Purdue University Calumet Police Department – 219.989.2911.
  - 2. Complete Purdue University Calumet Incident form

#### **VIII. Upon Returning –**

- A. *Non-Student Organizations – If reimbursement is required, submit all necessary forms and documents to the Travel Center.*
- B. *Student Organizations –If reimbursement is required, submit all necessary forms and documents to the Business Administrator for Student Services ( BASS.)*

#### **IX. Resources**

- A. *Emergency Contact Information form*
- B. *Purdue University Calumet Incident form*
- C. *Sample Itinerary*
- D. [\*Student Organizations Financial Procedure Manual\*](#)
- E. [\*Purdue University Calumet Student Handbook\*](#)
- F. *Vice Chancellor for Student Affairs Contact: Mindy Dalgarn, 219.989.2367, [dalgarn@calumet.purdue.edu](mailto:dalgarn@calumet.purdue.edu)*

- G. *Vice Chancellor for Advancement – University Relations Contact: Wes Lukoshus, 219.989.2217, [lukoshous@calumet.purdue.edu](mailto:lukoshous@calumet.purdue.edu)*
- H. *Risk Management Contact: Rochelle Hines - (765) 494-7695, [hinesr@purdue.edu](mailto:hinesr@purdue.edu)*
- I. *Form RM 18: "In Case of an Accident" Brochure*
- J. *Form RM 25: Rental Vehicle Insurance Card*
- K. *Form RM 26: American Income Claim Form*

## Sources

[http://www.purdue.edu/travel/Approval\\_Reimbursement/approval2.htm](http://www.purdue.edu/travel/Approval_Reimbursement/approval2.htm)

<http://www.calumet.purdue.edu/studentaffairs/student-handbook.pdf>