

Student Travel Policy and Forms FAQ

- **Where can I find the new Student and Employee Travel Policies?**
 - o The [Travel Policy and Resources website](#) contains both travel policies as well as other resources.

- **Why are there two student travel forms? Which one should I use?**
 - o [Student Travel Request Form](#) - This Etrieve form is for local and regional travel and as the second phase to collect final details for international and non-regional trips. For regional travel, this form can be submitted within a week's notice of the proposed trip, three days in advance for athletic teams. This is the form you will most likely complete for most Viterbo trips.
 - o [Pre-Approval Form for International and Non-Regional Student Travel](#) - This Etrieve form should be used as the first step for any non-regional and international travel. It must be submitted one year to six months in advance of the trip date. If the trip is approved by the Student Travel Committee, you may start marketing your trip to students and start more detailed planning. As the trip draws closer, you will also need to fill out the Student Travel Request Form referenced above to fill in final details on all travelers, insurance, travel, and itinerary information.

- **What is considered "regional" travel and "non-regional" travel?**
 - o A full list can always be found in the [Student Travel Policy](#). In general, the following applies:
 - Regional Travel - Wisconsin, Illinois, Iowa, Indiana, Michigan, Minnesota, Missouri, Nebraska, North Dakota, and South Dakota
 - Non-Regional Travel – all other states not listed as Regional Travel and all international travel

- **Why am I required to fill out these forms?**
 - o In general, these forms, if filled out accurately and completely, will provide the University with a written record of information that is helpful and necessary for several reasons, such as:
 - Providing you, your supervisor, Student Life leadership, and Campus Safety leadership with a confirmation email containing all the salient information about your trip, including student participant emergency contact information.
 - Automatically notifying faculty of participating students' class absence.
 - Fulfilling the requirements for federal compliance with the Clery Act, other laws, and to demonstrate due diligence.
 - In worst case scenarios, ensuring the University knows exactly who is traveling at any given time.

- **How are faculty notified of excused student absences?**
 - o When a Student Travel Request form is approved by the supervising dean or vice presidents, automated emails will be created and sent to the student participants' faculty one day in advance of the trip's departure. These emails will list the dates and times the trip will start and end times and dates as well as the students who are participating in the trip that are in your class. Depending on the start or end time of the trip, students listed may not need to miss class. For example: the trip starts at 1pm, but your class is at 9am. In that case, the student would still be expected to attend class. At this point in time, the system is not set up to make this distinction, and we ask you to help fill in this gap. This is an automation feature we are still working toward improving.

- **Can I fill out forms prior to the start of our athletic season/the academic year when I have more time?**
 - o Yes! You are able to save drafts in Etrieve that would allow you to enter the bulk of the form information in advance. If you are going to do this for several trips, however, we *highly* encourage you to complete your drafts in chronological order as the title of your saved drafts will populate as the form title. Saving them chronologically will give you the best idea as to which date each form corresponds. Once your forms have

been saved to your drafts, then you can pull up the draft form two weeks prior to you travel (for most trips), update your student participants, and hit submit.

- **Why can't I fully SUBMIT forms prior to the start of the athletic season/academic year?**

- In order to keep the best records and have the most accurate records of who is participating in the trip, we advise all form submitters to submit their forms close to the trip departure date (as outlined in the [Student Travel Policy](#)) to account for any late-stage changes to the trip timeframe as well as student illness, injury, substitutions, etc.

- **Where do I find the forms?**

- Links to the forms can be found in the [Student Travel Policy](#) document and can be accessed in Etrieve. The easiest way to get to Etrieve and complete those forms is to go to [MyVU](#) and click the Etrieve icon. Once in Etrieve, you can click on "Forms" from the left-hand side menu and search for "[Pre-Approval Form for International and Non-Regional Student Travel](#)" and "[Student Travel Request Form](#)" depending on which form you need.

- **What fields should auto-populate?**

- Emergency contact information (if these fields are blank, Viterbo does not have this information on file).
- List of liability waiver completions (Y= form has been submitted. A blank = there is no submission on file).
- Athletic team roster, if applicable.

- **What does NOT auto-populate?**

- Any questions about advanced approval or additional training needed would need to be discussed with the trip leaders individually and their supervising dean or vice president would make their decision to approve or deny based on those conversations.

- **What is the timeline/process for trip requests?**

- Graphics outlining the timeline and process for both student travel Etrieve forms can be found on the [Student Travel Policy and Resources](#) website.

- **Who should I contact if I have questions?**

- Need help filling out forms or have questions about our process? Please contact Bridget Baumeister, Executive Administrative Assistant for Student Life, at studentlife@viterbo.edu or x3841.
- Form not working/submitting in the ways you think it should? Please contact Vickie Rortvedt, IIT Business Systems Analyst and Etrieve form creator, at vlrortvedt@viterbo.edu or x3866.