

# VITERBO UNIVERSITY STUDENT TRAVEL POLICY

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## GENERAL INSTRUCTIONS FOR ALL STUDENT TRAVEL

1. All students considered to be in University travel status are covered by University liability insurance and must abide by this policy for University-related student travel. For the purpose of this Student Travel Policy and the related Employee Travel Policy, the individual’s principal status with the University is the applicable status. The majority of students at the University fall under the Student Travel Policy. Students who are also part-time, adjunct, or full-time employees would fall under the Employee Travel Policy as their principal relationship with the University is employee. For students with a Viterbo work-study position or graduate students with an assistantship, the student status would be the principal relationship. Regardless of travel status, all students and employees are required to abide by all handbooks that govern behavior (student and employee). Any questions regarding Travel Policy principal relationship or status should be directed to the supervising vice president.
2. With the exception of graduating students who are participating in post-semester travel experiences required as part of an academic course, alumni are not eligible to be participants in student travel experiences.
3. If the trip contains unique or high-risk activities, please consult with your supervising dean or vice president prior to form submission.
4. Regional Travel: all student domestic travel to Wisconsin, Illinois, Iowa, Indiana, Michigan, Minnesota, Missouri, Nebraska, North Dakota, and South Dakota for classes, conferences, service trips, student organization activities, and other university-related functions must be pre-approved via the [Student Travel Request Form](#) by the appropriate university official at least two weeks prior to departure (see item #8 regarding exemptions).
5. Non-Regional Travel: all international travel and domestic travel (other than travel to the states listed in the Regional Travel section) must go through a two-phase process:

**Phase 1:** Successfully submit a [Pre-Approval Form for International and Non-Regional Student Travel](#) to the Student Travel Committee **3 months** (for domestic non-regional travel) and **12-18 months** (for international travel) prior to the start of the program. Programs must receive approval before contracts can be signed, any expenses can be incurred, or the trip is advertised to participants.

**Phase 2:** Successfully submit the [Student Travel Request Form](#) **1 month** (for domestic non-regional travel) or **3 months** (for international travel) prior to the start of travel.

6. Any students participating in international travel experiences must have international travel insurance for the duration of the trip.
7. Supervising deans, vice presidents, and/or the president reserve the right to cancel, modify or substitute any student travel.
8. Any exception(s) to this policy must be approved via the [Student Travel Request Form](#) by the supervising dean, vice president, and/or president.
9. Any trip cancelations should be communicated to the supervising dean, vice president, and/or president as well as the Office of Student Life via email at [studentlife@viterbo.edu](mailto:studentlife@viterbo.edu).
10. **Failure to follow the instructions outlined above within the established timeframes will likely prevent the trip from proceeding as planned.**

## LIABILITY AND ASSUMPTION OF RISK

All students complete the [Student Participant Assumption of Risk and Release of Liability Form](#) when they first enroll at the university. Viterbo may choose but is not obliged to provide transportation for students to experiences including but not limited to internships, jobs, cultural/educational/social events, clinical and practicum experiences, research experiences, student teaching, and home athletic practices and competitions. When students arrange their own travel, they assume all risk associated with such travel.

## STUDENT TRAVEL PROCEDURES

### A. STUDENT TRAVEL REQUEST FORM

The student travel policy procedures outlined in this policy are considered a minimum standard; offices, club and organization advisors, and departments may mandate additional procedures. Any exceptions to this policy may be allowed with approval from supervising dean or vice president.

*NOTE: Students who are traveling to a local grocery or retail store to purchase supplies for an event or program are not required to submit a Student Travel Request Form or travel with Trip Leaders.*

If a group of students is traveling for a University-related experience, a trip leader or appointed student must successfully complete the [Student Travel Request Form](#) at least two weeks prior to the start of the trip. This form ensures that the appropriate University officials are aware of the travel; it also triggers an automated email to trip leaders and the Office of Student Life containing student emergency contacts and insurance information. The following information will be required as part of the [Student Travel Request Form](#) submission:

1. Trip purpose and itinerary, including travel dates, schedule, meals, and activities including options for free time activities.

2. A List/Roster of Trip Participant(s) including names and current cell phone contact information for students and trip leaders (Note: trip leaders must be current Viterbo University employees).
3. Modes of transportation for the duration of the trip, including carrier name if applicable.
4. Overnight lodging information, including contact information if applicable.
5. Budget, including trip expenditures and cost to participants.
6. Description of any significant concerns related to the trip.

## B. TRIP LEADERS

Generally, two Viterbo employee trip leaders are required to travel with students. Examples of possible exceptions\* to this employee trip leader requirement include the following:

1. Students traveling to attend and/or present at a conference or workshop without a trip leader.
2. Student groups of 7 or less driving a total of 450 miles or less in one day may travel with a single (1) employee trip leader.
3. Registered student clubs or organizations for whom at least two students have successfully completed the Student Life Trip Leader Training may have two trained students serve as trip leaders. Student trip leaders who will also be transporting students will be required to submit additional documentation for approval (i.e. active auto insurance, clean driving record). Students interested in completing this training should contact [campusactivities@viterbo.edu](mailto:campusactivities@viterbo.edu).

*\*Any exceptions must be approved by the supervising dean and/or vice president at least two weeks in advance of the start of travel.*

## SAFETY, CONDUCT, AND EMERGENCY PROTOCOLS

1. For reasons of health and safety, Viterbo employees are only permitted in sleeping quarters occupied by students or rooms joined by a common entrance occupied by students for emergencies, to give brief instructions, or to check occupancy. Employees are prohibited from sleeping in the same room (or suite of rooms adjoined by a common entrance) as students.
2. If any activity raises concerns about the ability of Viterbo University or its agents to conduct the experience within reasonable bounds of safety and security, the trip leaders should alert their supervising dean or vice president as soon as possible. If an activity is canceled due to safety concerns, an alternative learning experience may be conducted. Trip leaders should keep the following in mind to ensure a safe and meaningful learning experience for students:
  - a. Students must never be put in a situation in which they do not have the appropriate training, skills, or ability to execute an activity that entails risk (i.e. students who cannot swim must not be expected to take canoe trips with an environmental science class).
  - b. If a trip requires a physical activity that might be challenging for students, students need to be made aware ahead of time and have the opportunity to opt out or participate in an alternative activity identified by the trip leader. In no case may a student be forced to participate in a field activity that poses a danger that the student feels they cannot negotiate.

- c. On occasion, students may refuse to travel to a particular destination or to engage in a particular activity because of a public safety threat. Faculty and staff are required to take reasonable steps to accommodate student concerns.
3. Students may not unreasonably use safety concerns to avoid assignments that are essential to the completion of a course or requirement. For example, a student teacher may not completely opt out of student teaching, but the student must discuss their concerns with their supervisor and work through a solution that completes the requirement while also mitigating the student's concerns.
4. Students are not permitted in sleeping quarters occupied by employees or persons of other genders except for emergencies.
5. Students and employees traveling must conduct themselves according to trip leader expectations and university policy including, but not limited to those outlined in student handbook (i.e. [Code of Student Conduct](#); Alcohol, Tobacco and Other Drug Policy) and the [Employee Handbook](#) respectively.
  - a. Any student misconduct occurring during travel, or any university-sponsored activity, must be reported as soon as possible via [Viterbo Speaks Up](#) for follow-up in accordance with the [Code of Student Conduct](#).
  - b. Any employee misconduct occurring during travel or any university-sponsored activity must be reported to Human Resources at [humanresources@viterbo.edu](mailto:humanresources@viterbo.edu) for follow-up; misconduct during any university-sponsored activity may result in disciplinary action.
6. If an emergency occurs during a trip, the trip leader is responsible for contacting the supervising dean or vice president immediately to describe the emergency and to discuss plans to address the problem. The supervising dean or vice president may choose to:
  - a. End any trip immediately,
  - b. Send personnel to the location for assistance,
  - c. Contact local authorities in the location of the group, and/or
  - d. Act to protect the safety and interests of students, employees, trip leaders, and Viterbo University.

After the initial emergency is addressed, the trip leader and/or supervising dean/vice president must complete a Viterbo Speaks Up incident report via [www.viterbo.edu/viterbo-speaks-up](http://www.viterbo.edu/viterbo-speaks-up) as soon as possible.

## MEAL AND LODGING EXPENSES

1. Viterbo University does not cover student meal expenses incurred for out-of-town travel unless trip leaders have identified funds and received approval to do so. Trip leaders who have received approval to cover meals must properly document expenses and include original receipts. Daily meal purchases may not exceed the daily per diem rates outlined in the link below.
2. For national lodging and per diem (meal and incidentals) reimbursement rates, please refer to: <http://www.gsa.gov/portal/category/21287> for reimbursement rates. International student travel – including lodging and per diem rates – can be found in the Student International Travel Program Proposal linked above. Reimbursement for individual meals will be made at an amount not to exceed the rates listed in the link above; please utilize the first and last day of travel reimbursement rates for the corresponding days of travel.

3. Travel expense documentation must be submitted to the Business Office within 45 days of the last day of travel or five business days before the end of the current fiscal year (June 30). If expense reimbursement has been authorized by the appropriate budget officer, students should utilize the Travel Expense Form on the [Business Office website](#) to request reimbursement and submit the form within 45 days of the last day of travel or five business days before the end of the current fiscal year (June 30).
4. No claim may be made for meals provided as part of a conference or training. Per University policy, no institutional funds may be used to cover alcohol purchases.

## TRANSPORTATION

1. A non-Viterbo service providing a non-Viterbo vehicle/method of transportation and driver is required for (limited exceptions may apply with pre-approval from supervising dean or vice president):
  - a. Student group travel of 26 students or more, and/or
  - b. Student group travel over 450 miles one way or 900 miles roundtrip.
2. Two drivers are recommended when traveling with students more than 300 miles total in one day.
3. Drivers and passengers traveling on university business and/or with university funds are required to comply with applicable traffic laws and regulations.
4. Employees shall not transport students in personal vehicles.
5. Use of personal vehicles for University-related travel or sponsored experiences is not covered by Viterbo University's insurance policy. Students who transport students are responsible for the safety of all passengers and assume the risk for any damage or injuries that arise when using personal vehicles for University-related travel.

## FLEET VEHICLES AND MINIBUSES

Viterbo University maintains a limited number of fleet vehicles and minibuses. Select information regarding University fleet vehicles usage (including minibuses) can be found below; full policies for fleet vehicle reservation and use can be found at: <http://www.viterbo.edu/physical-plant/fleet-vehicle-policy>.

1. Personal use of fleet vehicles of any kind is prohibited.
2. Operation of a Viterbo University fleet vehicle without authorization may result in disciplinary action and those involved may be liable for the damages and injuries resulting from any accident.
3. Only Viterbo employees with a valid driver's license are permitted to operate a Viterbo University vehicle.
4. Viterbo University owns two minibuses with seating for 14 people (13 passengers and 1 driver). Priority scheduling and usage is given to approved science lab and intercollegiate athletic trips.
5. Only Viterbo employees who have completed the requisite training may drive a minibus; work study students or other students employed by Viterbo do not qualify as employees eligible to drive a minibus.

## CHECKLIST FOR STUDENT GROUP TRAVEL

Having access to current information is critical to the University's ability to effectively respond to an incident involving Viterbo students. To ensure the appropriate individuals have the information needed, students are responsible for completing the following steps prior to travel. A reminder: students who are traveling internationally must successfully move through the two-phase process outlined under [General Instructions for All Student Travel](#) at the start of this policy.

- ✓ **Read this entire Travel Policy carefully (all trip leaders and all student travelers).** If you need clarification, ask your trip leader(s) or supervising dean or vice president.
- ✓ **Submit a [Student Travel Request Form](#) (trip leaders or designated students only).** Trip leaders or designated students must successfully submit the [Student Travel Request Form](#) a minimum of two weeks (regional travel), 1 month (domestic non-regional travel) or 3 months (for international travel) in advance of student travel. Please remember the following information will be required as part of that form submission process:
  - A. Trip purpose and itinerary, including travel dates, schedule, meals and activities including options for free time activities
  - B. Trip leader contact information (Note: trip leaders must be current Viterbo University employees or in some instance, trained and approved student leaders).
  - C. Modes of transportation for the duration of the trip, including carrier name if applicable
  - D. Overnight lodging information, including contact information if applicable
  - E. Budget, including trip expenditures and cost to participants
  - F. Description of any significant concerns related to the trip
- ✓ **Review weather reports (trip leaders)** for travel areas prior to departure. If weather reports indicate advisories, alerts, warnings, etc.; the trip leaders must discuss this with the supervising dean or vice president to determine if trip plans should be modified in any manner.
- ✓ **When applicable, check university fleet or rented vehicles (trip leaders only)** to ensure they have the supplies necessary for safe travel, including but not limited to:
  - a. Cell phone (required for at least one trip leader)
  - b. First aid kit
  - c. Fire extinguisher
  - d. Traffic control devices (roadside reflectors, flare)