

Viterbo University

Travel Guide for Student Organizations and Sport Clubs

2014-2015

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STATEMENT OF PURPOSE

The Student Organizations and Sport Clubs Program and Viterbo University have requirements and procedures that must be followed in order to travel. Club and organization members are obliged to adhere to these policies at all times as they are direct reflection of Viterbo University's Code of Conduct. Having the opportunity to travel, and represent Viterbo University are two major benefits clubs receive through the club/organization affiliation. It is the Officers' responsibility to inform members that from the time they depart for a competition or event, to the time they return to campus, they are on University time.

Checklist for Travel

- ✓ Read the entire Travel Policy and additional considerations for clubs and organizations carefully. If you are in need of clarification, ask the appropriate office.
- ✓ Submit a travel request to the appropriate office a minimum of **2 weeks** in advance of travel.
- ✓ www.viterbo.edu/clubforms.
- ✓ At that same time, the additional paperwork/forms should be submitted to the appropriate office.
www.viterbo.edu/clubforms
 - Liability waivers completed in full for all trip participants including trip leader(s)
 - Medical information completed in full for all trip participants including trip leader(s)
 - *If traveling during Spring Break, itinerary needs to be submitted.*
- ✓ Weather reports for travel areas must be reviewed prior to departure. If weather reports show any advisories, alerts, warnings, etc., the trip coordinator must discuss this with the appropriate office and Vice President for Student Development to determine if trip plans should be modified in any manner.

The Viterbo University travel policy is shown in entirety below. Policy statements that are particularly pertinent to student organizations and sport clubs are marked with a star. ★

★ Any student organization member who is planning any travel off-campus for a student organization must meet with and obtain approval from the Director of Campus Activities. The travel request form must be submitted to obtain approval. The form is located at www.viterbo.edu/clubforms.

★ Any sport clubs member who is planning any travel off-campus for a sport clubs must meet with and obtain the approval from the Director of Recreational Sports. The travel request form must be submitted to obtain approval. The form is located at www.viterbo.edu/clubforms.

Listed after the travel policy are special considerations for student organization and sport clubs travel.

VITERBO UNIVERSITY TRAVEL POLICY

GENERAL

1. Viterbo employees must inform the immediate supervisor of travel for university business or university-related travel no less than 24 hours prior to departure.
2. All international travel must be pre-approved in writing by the supervising dean and/or vice president.
3. ★ All student travel must be pre-approved in writing by the supervising dean and/or vice president in advance of travel for classes, conferences, athletic competitions, student organization activities. *(These directors also pre-approve travel for specific student groups: Director of Athletics pre-approves student athlete travel, Director of Campus Activities and Orientation pre-approves student organization travel, and Director of Recreational Sports pre-approves intramural and sports club travel.)*
4. An employee or student is in university travel status when traveling on Viterbo-related business whether or not expenses will be reimbursed by the University.
5. For the purpose of this policy, an individual's principal relationship with Viterbo University is the applicable status. (For example, employee status is principal for part-time and full-time employees. For a student with a Viterbo work-study position, the student status would be the principal relationship.)
6. Supervising deans, vice presidents and/or the president reserve the right to cancel, modify or substitute any student or employee travel.
7. Any exception(s) to this policy must be approved in writing by the supervising dean and/or vice president.

RESERVATIONS

Use the following procedure when making reservations for **group** travel. Individuals may use the following procedures for individual flight arrangements.

1. The traveler will call the Travel Leaders at 800-657-4528 or 791-8375 to receive travel information and pricing, and book reservations.
2. The traveler will prepare a purchase order, and request appropriate supervisor authorization.
3. The Business Office will verify budget availability and supervisor authorization.
4. The Business Office will call Travel Leaders with a purchase order number, indicating the traveler, destination, and range of dates. The reservation will be guaranteed.
5. Travel Leaders will not guarantee a reservation without a current TRAVELER PROFILE on file and a Viterbo Business Office purchase order number. An invoice will be sent to Viterbo's Business Office.
6. Travel Leaders will contact Viterbo University daily with booked reservations that have not been guaranteed because they lack an authorized purchase order number or TRAVELER PROFILE.
7. For air travel accommodations, Viterbo University does not permit first class travel, unless there is no differential in fare in comparison with coach.

REIMBURSEMENTS

1. The standard rate for hotel accommodations is \$77/night for travel within Wisconsin and Iowa. Regardless of the specific hotel/motel chosen for overnight accommodations, and how much is paid by the traveler for the overnight accommodations, the maximum reimbursement by Viterbo University to the traveler will be no more than \$77/night. Exceptions to that standard rate are made for individuals staying at conference (or nearby) hotel and as follows:
 - A. Lodging in Des Moines, IA - \$83.00/night
 - B. Lodging in Door County, WI locations (5/15--10/15 only) -\$86.00/night
 - C. Lodging in Racine, Kenosha, and Waukesha Counties, WI locations - \$87.00/night
 - D. Lodging in Lake Geneva, WI (9/5--5/31 only) -\$90.00/night
 - E. Lodging in Lake Geneva, WI (6/1--9/4 only) - \$122.00/night
 - F. Lodging in Milwaukee County, WI - \$95.00/night
 - G. Lodging in Wisconsin Dells, WI (6/1--9/30 only) - \$110.00/night
 - H. For lodging outside Wisconsin and Iowa, use rates shown at:
<http://www.gsa.gov/portal/category/21287>
2. The maximum reimbursement for long-distance telephone calls while traveling is \$5.00/night. As such, travelers are encouraged to purchase prepaid phone cards or to use cell phones to minimize telephone expenses.
3. Viterbo University will reimburse employees for meal expenses incurred for out-of-town travel. Such travel must be for an approved University purpose, and must be properly documented in regard to date, time, place, and purpose. The Travel Expense Report (TER), obtained in the Business Office, should be utilized to request reimbursement, and should be authorized by the appropriate budget officer. Reimbursement for individual meals will be made at an amount not to exceed the following rates (effective 1-1-08): Breakfast - \$6, Lunch - \$9, and Dinner - \$15. For meal expenses outside Wisconsin and Iowa, use rates shown at:
<http://www.gsa.gov/portal/category/21287>
4. These reimbursement rates should be indicated on the appropriate line of the TER. University employees are not required to substantiate actual meal expenses (i.e. meal receipts are not required to be submitted with the expense reimbursement form) under the per diem plan. However, employees may desire to minimize the impact of per diem reimbursements on their department budget by electing reimbursement for actual meal expenses only, not to exceed the per diem rates. If actual expense reimbursement is desired, indicate actual expenses on the appropriate line of the TER.
5. To be eligible for breakfast reimbursement, departure for out-of-town travel must occur prior to 7:00 a.m. To be eligible for lunch reimbursement, departure for out-of-town travel must occur prior to 11:30 a.m. To be eligible for lunch reimbursement, arrival from out-of-town travel must occur after 12:30 p.m. To be eligible for dinner reimbursement, arrival from out-of-town travel must occur after 7:00 p.m. No claim may be made for meals provided as part of a business conference.
6. Employees will be reimbursed mileage for personal auto use at a rate of \$.50 per mile. Mileage will not be reimbursed for miles driven to commute to work either within or outside of the employee's normal working hours.

TRANSPORTATION

1. Drivers and passengers traveling on university business and/or with university funds are required to:
 - A. Comply with applicable traffic laws and regulations
 - B. Use seat belts when the vehicle is in motion
 - C. Remain seated when the vehicle in motion
 - D. The following activities are prohibited for all drivers when driving:
 - i. Driving while under the influence of impairing drugs or alcohol
 - ii. Use of radar/laser devices
 - iii. Use of cell phones, headphones or earphones
2. Use of personal vehicles for business travel is not covered by Viterbo University's insurance policy, and individual staff and faculty assume the risk for any damage or injuries that arise when using personal vehicles as part of their work for Viterbo University. Employees using personal vehicles for university business must carry personal auto insurance as Wisconsin state law states "drivers and owners of motor vehicles are required to show proof of insurance at traffic stops/accidents if requested by law enforcement" (Wisconsin Department of Motor Vehicles web site).
3. Employees of Viterbo University are advised not to transport students in personal vehicles. Viterbo employees and students must be aware that Viterbo University's insurance will not pay for any property damage, injury or other claims arising from the transportation involving personal vehicles for University business.
4. Viterbo is not responsible for providing transportation for students for internships, jobs, cultural/educational/social events, clinical and practicum experiences, research experiences, student teaching, home athletic practices and competitions. This also includes other activities that are selected by the student and not required by the university. In situations listed under this item (#4):
 - A. Students are responsible for making their own travel arrangements, and students are expected to assume the risk associated with travel.
 - B. Faculty, administrators and staff serving as trip leaders must submit required materials including their own information for their protection, even if transportation is not provided.
 - C. For all travel including repeated travel occurring in one class or clinic, each student must complete and submit a Student Participant Assumption of Risk and Release of Liability Form online.
 1. The student need not complete and re-submit the form each time he or she is involved in authorized Viterbo student travel. Once the form has been completed and submitted, it will serve as an assumption of risk and release of liability for subsequent authorized Viterbo student travel.
 2. Those serving as trip leaders are not required to complete and submit the Student Participant Assumption of Risk and Release of Liability Form. However, those serving as trip leaders must submit emergency and medical information through Vit Net.
 3. Trip leaders who are not Viterbo employees must undergo a background check and submit emergency and medical information on paper.
5. ★ FLEET VEHICLES – Viterbo University maintains a limited number of fleet vehicles. Policies for vehicle reservation and use can be found at:
http://www.viterbo.edu/administration_and_services/physical_plant/Fleet_Vehicle_Reservation_Information.aspx
 - A. Personal use of fleet vehicles of any kind is prohibited.
 - B. Children 16 years of age and younger are not permitted in university vehicles.
 - C. Pre-approval from the VP for Finance and Administration must be granted before family members travel in a university fleet vehicle with a Viterbo employee or student. If pre-approval is granted, the family members must also complete a waiver form.
 - D. Transportation of individuals who are not Viterbo employees or students in University vehicles is restricted to travel within 5 miles of the Viterbo campus and related to university business (e.g.

- prospective students and their parents, guardians).
- E. Generally, two drivers are required when traveling more than 450 miles total in one day with a university or rented fleet vehicle.
 - F. Pre-approval is needed from the supervising dean and/or vice president for fleet vehicle travel over 300 miles one way or 600 miles roundtrip.
 - G. Any individual who operates a Viterbo University vehicle without authorization may incur disciplinary action and may be liable for the damages and injuries resulting from any accident.
 1. Only Viterbo employees with a valid driver's license are permitted to operate a Viterbo University vehicle.
 2. In rare cases will student drivers be approved by the VP for Finance and Administration (e.g. a student employee working in the library traveling to UW-L for interlibrary loan documents).
 - a) Student drivers must be approved in writing by the VP for Finance and Administration prior to the planned travel.
 - b) Student drivers must have a valid driver's license.
 - c) Student drivers must be pre-approved in writing by the physical plant office.
 - H. Mini-Buses -- Viterbo owns two minibuses with seating for 13 or 14 passengers.
 - i. Priority is given to natural science division and athletics for scheduling and use of the minibuses.
 - ii. Only Viterbo employees may drive the minibus.
 - iii. All drivers of the minibus must go through training by the Physical Plant Office a minimum of a week prior to checking out the minibus.
 - iv. Work study students or other students employed by Viterbo do not qualify as employees eligible to drive the minibus.
 - v. The minibuses are not generally intended for long-distance travel, except for approved science lab and intercollegiate athletic trips.
6. ★VEHICLE RENTAL – If an employee of Viterbo leases a vehicle for authorized Viterbo business, the vehicle and driver/passengers shall be covered under Viterbo's auto insurance policy as long as the employee informs the rental agency that the vehicle will be used for business purpose, supplies the rental agency with a certificate of insurance (http://www.viterbo.edu/uploadedFiles/administration_and_services/buisness_offic/Certificate%20of%20Insurance%20070714.pdf) and pays for the rental with their Viterbo corporate credit card. (If the employee does not have a Viterbo credit card, payment may be made with personal credit card).
- A. If an employee leases a vehicle without following the aforementioned procedures, his or her personal insurance shall be the primary insurance carrier with Viterbo's auto insurance being subordinate.
 - B. Acceptance of the rental agency's insurance must be approved by the VP of Finance and Administration, 608-796-3856.
 - C. The rental or use of a 15-passenger van poses a safety risk, and is prohibited.
 - D. Hertz / Enterprise Corporate Car Rental Agreement –Viterbo has established business accounts with Hertz Rental Car Company (608-782-6183) and Enterprise Rental-A-Car (608-785-7400).
 1. The agreement allows Viterbo employees to receive a discount of 5% to 20% percent off of car rental rates. This discount is available for business or personal use.
 2. To use the business account, simply give the agent Viterbo's account number (Hertz CDP number 1780621) or (Enterprise a/c # N64155). They will then quote you a rate based on our discount.
 3. Neither company will bill Viterbo. You will pay for the rental in the same manner as you currently do now. The Business Account only provides us a discount and a way to track our car rental usage.
 4. If you are renting for business purposes, please inform Hertz or Enterprise that the vehicle will be for business use, supply them with a certificate of insurance (http://www.viterbo.edu/uploadedFiles/administration_and_services/buisness_offic/Certificate

%20of%20Insurance%20070714.pdf) and use your Viterbo issued corporate credit card to pay for the transaction.

- a) This will insure that Viterbo's auto insurance will be the primary insurance carrier.
- b) You are not required to use Hertz or Enterprise; however we would suggest comparing quotes with our discount.
- c) If you have any questions, please contact the Asst VP of Finance and Administration.

REQUIREMENTS FOR STUDENT AND STUDENT GROUP TRAVEL

1. Field experiences and travel are a vital part of student learning at Viterbo. The purpose of the student travel policy statements is to provide guidelines to increase the safety and to lessen the risk to the university and for faculty, staff and students who are engaged in Viterbo University activities that involve travel off-campus. While no policy statement can cover all imaginable circumstances, and no rule can substitute for common sense and a disposition to act responsibly and safely, the highest priority for Viterbo University is the safety and security of students and all personnel, and provision of an effective learning environment. These student travel policy requirements are considered to be a minimum standard; offices and departments may mandate additional procedures.
2. ★ All student travel (including optional/non-mandatory activities held at locations within 5 miles of the Viterbo campus) must be pre-approved in writing by the supervising dean and/or vice president. The Online Student Travel Request form will assist persons planning student travel with submitting the following information:
 - A. Purpose of the trip, destination, duration, and trip activities
 - B. Name of the trip leaders
 - C. Mode of Transportation to the destination, including carrier name if any
 - D. Transportation during the stay at the destination, including carrier
 - E. Information on overnight accommodations, including hotel names
 - F. Itinerary including schedule of travel, meals and activities including options for free time activities
 - G. A budget including trip expenditures including cost to participants
 - H. Description of any signification concerns related to the trip
 - I. For international travel, State Department information on the location
 - J. For international travel, such proposals must also be presented to the Director of Global Education.
3. ★ For trips requiring travel of distances more than 5 miles from the Viterbo campus, all student and employee travelers must journey to and from the destination(s) as a group. Exceptions to this policy will be rare and must be approved in writing by the supervising dean and/or vice president in advance of travel with students.
4. ★ A non-Viterbo service providing a non-Viterbo driver and a non-Viterbo vehicle/method of transportation is required for:
 - A. Student group travel of 24 persons or more.
 - B. Student group travel over 300 miles one way or 600 miles roundtrip.
5. Two drivers are required when traveling with students more than 450 miles total in one day with a university or a rented fleet vehicle.
6. ★ Students are not permitted to drive vehicles used for student travel (i.e. student travel other than that outlined previously in this document in #4 or #5G in the section on transportation).
7. ★ TRIP LEADERS AND CHAPERONES
 - A. Generally, two Viterbo employee trip leaders/chaperones are required to travel out-of-town with students. Any exceptions must be approved in writing by the supervising dean and/or vice president in advance of travel with students. Examples of possible exceptions include:
 1. Student groups of 7 or less traveling by van for distances of less than 450 miles total in one day.
 2. Students pre-approved in writing by the supervising dean and/or vice president for travel to attend

and/or present at a conference or workshop.

- B. ★ Only Viterbo employees may serve as trip leader/chaperones for student travel requiring overnight accommodations.
 - C. In the event that a campus organization's advisor cannot attend the function with the student group, another Viterbo employee may attend in place of the student organization advisor.
 - D. Exceptions to this policy must be discussed with and approved in writing by the supervising dean and/or vice president in advance of travel with students.
 - E. Trip leaders and/or chaperones for student travel requiring overnight accommodations must include a Viterbo employee of each gender unless otherwise approved in writing by the supervising dean and/or vice president.
 - F. Trip leaders and/or chaperones must provide Emergency and Medical Information through Vit Net prior to departure. This information is to be provided to the Director of Campus Safety, trip leader and supervising dean and/or vice president a minimum of 48 hours in advance of departure.
 - 1. *Only student travel to optional/non-mandatory activities held at locations within 5 miles of the Viterbo campus will be exempted from full completion and submission of the Student Participant Assumption of Risk and Release of Liability Form and the Emergency Contact and Medical Information Form.*
 - 2. *However, person(s) planning the trip may elect to require these forms for travel to optional/non-mandatory activities held at locations within 5 miles of the Viterbo campus.*
 - G. For reasons of health and safety, Viterbo employees and/or other trip leader/chaperones are permitted in a room occupied by students or rooms joined by a common entrance occupied by students only for emergencies, to give brief instructions and/or to check occupancy. Students are permitted in a room or rooms joined by a common entrance and occupied by Viterbo employees and/or other trip leader/chaperones only for emergencies and/or to give brief instructions. Most necessary communications may be handled by phone.
 - H. Employees are prohibited from sleeping in the same room (or suite of rooms adjoined by a common entrance) as students.
8. ★ Student and employee travelers are permitted in rooms occupied by persons of the opposite gender (i.e. women in men's rooms, men in women's rooms) only for emergencies and to give brief instructions. Most necessary communications may be handled by phone.
9. ★ 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 [ATOD] Policy, etc.)
- A. Any student behavioral misconduct occurring during travel or any university-sponsored activity must be reported to the Vice President for Student Development for follow up in accordance with the Code of Student Conduct.
 - B. Behavioral misconduct during any university-sponsored activity may result in disciplinary action.
10. If an emergency occurs in the course of a trip, the trip leader is responsible for contacting the supervising dean and/or vice president immediately to describe the emergency and to discuss plans to address the problem. The supervising dean and/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. Otherwise take action to protect the safety and interests of students, staff and Viterbo University.
11. 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, then the activity will not occur and an alternative learning experience will be planned.
- A. Students must never be put in a situation in which they do not have the appropriate training or skills to execute an activity that entails significant 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 know that ahead of time and have the opportunity to opt out or the trip leader may provide an alternative activity. In no case may a student be forced to participate in a field activity that poses a danger that the student feels the student 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 may take reasonable steps to accommodate student concerns.
 - 1. At the same time, students may not unreasonably use safety concerns to avoid assignments.
 - 2. For example, a student teacher may not completely opt out of student teaching, but the student must discuss her concerns with her supervisor and work through a solution that completes the requirement while also lessening her concerns.
12. When planning international travel experiences for students those coordinating travel must follow these guidelines:
- A. Faculty members planning trips must meet with the appropriate Department Chairperson, Dean and the Director of Global Education no less than two months before the proposed trip.
 - B. Potential trip leaders must begin discussion with the Global Education Office and their supervisor no less than two months before, for course embedded trips this is well in advance of the planned trip.
 - C. The Office of Global Education has established procedures for process for short term cross-cultural study courses.
 - D. Trip leaders will meet with the VP or Asst. VP Finance and Administration to present a budget and discuss the best way to pay for and collect monies associated with the trip. Faculty must have conversations no less than two months before with their dean, and the VP or Asst. VP Finance and Administration must be notified of approved course fees prior to the course being added to the course schedule.
 - E. Viterbo University reserves the right to refuse approval for an international group trip for any reason.
 - F. All international travel for Viterbo must be approved in writing by the supervising vice president and registered with the Office of Global Education.
13. ★CHECKLIST FOR STUDENT TRAVEL
- Having access to current information is an essential factor in the University's ability to effectively respond to a critical 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. Read the entire Travel Policy carefully. If you are in need of clarification, ask the supervising dean and/or vice president.
 - B. Submit an Online Student Travel Request Form for student travel to the appropriate university official a minimum of two weeks in advance of student travel. (See Requirements for Student and Student Group Travel, #2.)
 - C. **A minimum of 48 hours* in advance of trip departure, the university official approving the trip or designee must email/send electronically the following four documents to these four individuals:** (1)) the trip leader, (2) Denise Homstad, Student Development Administrative Assistant, dlhomstad@viterbo.edu, (3) Lisa Josvai, Director of Campus Safety, lajosvai@viterbo.edu , and (4) the supervising dean or vice president:

1. A **list of trip participants** including names of students and trip leader(s) to the trip leader, Director of Campus Safety and supervising dean or vice president.
 2. A **travel itinerary** to the trip leader, Director of Campus Safety and supervising dean or vice president.
 3. The **trip leader** with **written verification** that all student trip participants have completed the Student Participant Assumption of Risk and Release of Liability Form* and a **paper copy** of the Emergency Contacts and Medical Information Report* including contact and information on all trip participants including the trip leader(s), and
 4. The **Director of Campus Safety and the supervising dean or vice president** with **written verification** that all student trip participants have completed the Student Participant Assumption of Risk and Release of Liability Form* and an **electronic copy** of the Emergency Contacts and Medical Information Report* including contact and information on all trip participants including the trip leader(s).
 5. **Only student travel to optional/non-mandatory activities held at locations within 5 miles of the Viterbo campus will be exempted from full completion and submission of the Student Participant Assumption of Risk and Release of Liability Form and the Emergency Contact and Medical Information Form. However, person(s) planning the trip may elect to require these forms for travel to optional/non-mandatory activities held at locations within 5 miles of the Viterbo campus.*
- D. Weather reports for travel areas must be reviewed prior to departure. If weather reports indicate advisories, alerts, warnings, etc.; the person(s) planning the trip must discuss this with the supervising dean and/or vice president to determine if trip plans should be modified in any manner.
- E. When university fleet or rented vehicles are utilized for student travel, the trip leader or trip coordinator must inspect the vehicle(s) used to ensure that it is equipped with:
- 1) Cell phone
 - 2) First aid kit
 - 3) Fire extinguisher
 - 4) Maps needed for the trip
 - 5) Traffic control devices (road side reflectors, flares, etc.)

ADDITIONAL GUIDELINES FOR STUDENT ORGANIZATIONS AND SPORT CLUBS

TRAVEL PREPARATIONS

When preparing for an off campus event, clubs and organizations should begin planning their travel a minimum of **one month prior** to their intended departure date. Below is a list of what to consider while in the preparation process.

Travel Approval

Approval for individual or group travel must be provided by the appropriate office and the Vice President for Student Development. Unapproved travel requests will not be reimbursed.

Travel Preparation Assistance

Student organizations and sport clubs should work primarily with their advisor on making travel arrangements. Campus Activities and/or Recreational Sports staff may also provide a group with assistance; in addition, student groups have the option of working with Travel Leaders. Travel Leaders will be able to provide full travel information, pricing and may book reservations. Advisors should be the individuals who serve as Travel Leaders and if not, be in constant contact with the trip's Travel Leaders. If Travel Leaders are used for travel preparations, the advisor needs to also work with the Business Office. The use of a travel agency may provide useful as the agency may:

- Help find the best price and often the best location for lodging
- Provide updates if better rates become available.

Timelines and Due Dates

Travel preparation needs to be taken very seriously and accordingly, officers need to plan ahead. To help clubs and organizations be prepared, different travel forms are required to be submitted at different times while planning travel.

Late paperwork and lack of planning will not be tolerated.

1. Event Registration

- This information is submitted to clubs usually by the event coordinators or a club's National Governing body.
 - It is recommended that arrangements for registration should begin 5 weeks prior to the date of the event to assure timely payment. Registration payment options include checks and credit cards.

2. Transportation

- The next step in travel preparation is determining your transportation needs. Vehicle requests may be submitted as far in advance as possible but should be completed no later than 2 weeks prior to departure.
- If it is a competition or event where your club will need to arrange airline flights or a charter bus, accommodations needs to begin being prepared a minimum of 1 month in advance. Officers are encouraged to contact their advisor and Campus Activities or Recreational Sports if assistance is needed for this process.

3. Housing

- Housing arrangements need to begin being made as soon as the club chooses but should be completed no later than 2 weeks prior to an event.
- Housing options typically include hotels or personal residences. Contact information needs to be provided in the Travel Request regardless of the choice of housing accommodations.

4. Travel Request

- Must be submitted a MINIMUM OF 2 WEEKS PRIOR to travel.
- Travel request must be completed in its entirety. The online request form can be found at: www.viterbo.edu/clubforms and www.viterbo.edu/rec/sportclubforms/. The travel request includes the following:
 - Purpose of trip, destination, duration and trip activities
 - Name of trip leaders
 - Mode of transportation, including carrier name
 - Transportation during the stay at the destination, including carrier name
 - Information on overnight accommodations, including location names and contact numbers
 - Itinerary including schedule of travel, meals and activities (including free time)
 - A budget including trip expenditures (cost to institution and to individuals)
 - A roster of all individuals traveling with the group.
 - Description of any significant concerns related to the trip
- Anyone traveling with the club must be on club business and have completed a participation waiver and have up-to-date medical information and emergency contact on VitNet. Campus Activities and Recreational Sports will check to verify these documents are current for all trip participants prior to travel. Individuals who do not have updated information will not be permitted to travel.
- In the instance that an unexpected change of plans takes place, contact the appropriate office immediately. Alternate arrangements can be made if necessary. *Clubs may not incur any unplanned expenses without first receiving approval.*
- If a trip is cancelled, the club must inform the appropriate office immediately.

5. Final Preparation

- On the week prior to travel, check with the appropriate office to ensure your club is ready to travel and pick up the club's travel packet from the appropriate office. Once the travel packet is picked up, the club is authorized for travel.
6. Returning From Travel
- Clean out vehicles, including trash and personal items.
 - **If the vehicle is a University Fleet Vehicle, follow appropriate return procedures.**
 - Turn in ANY travel receipts that are needed to be charged to the club's budget to your club's treasure and advisor to be processed in the Business Office. This needs to be completed within 10 days of return.

TRANSPORTATION

There are multiple options when it comes to making transportation arrangements. The most common is fleet vehicle reservation or charter vehicle rental. Certain situations will require travel by airline or other means. Traveling via plane, charter bus, or any rental vehicle is a privilege and not a right. Failure to adhere to any travel policies may result in a forfeit of travel privileges.

Airplane

Clubs and organizations may choose the option of airline travel to go to a competition or event. Planning for the purchase of airline tickets needs to take place a minimum of **1 month** prior to the travel date. The first step in looking into purchasing airline tickets is to meet with the appropriate office. The purpose of the meeting will be to discuss the potential options for purchasing airline tickets which may include using the recommended travel agency.

Reservations

- Make any airline ticket purchases with your advisor and be sure travel will be approved before making any such purchase.
- Airline reservations should be made as far in advance as possible. As you get closer to your departure date, airline rates increase.
- Consider accepting lowest fares offered within two hours of your desired departure time.

Cancellations

- When making reservations, consider fares that have no penalties for change or cancellation.
- Costs incurred due to non-emergency cancellations or rescheduling of transportation are non-reimbursable.
- Potential reimbursement situations will be determined on a case by case basis.

Charter Bus

When a club or student group is traveling in a large group, an efficient option for travel is to go by charter bus. Charter bus planning should begin at a minimum of **one month** prior to the desired departure date. Charter buses typically hold between 45-50 passengers and come supplied with drivers. Costs of charter buses vary from company to company depending on distance and duration of travel. When considering a charter bus, keep in mind the following:

- Gas is included in the cost of the charter reservation
- For overnight trips, clubs are responsible for arranging housing accommodations for their bus drivers.

Fleet Vehicles

Viterbo University fleet vehicles are reserved through the physical plant department. Fleet vehicles are for Viterbo business use only. The fleet of vehicles consists of three 5 passenger cars and two 7 passenger vans.

To reserve a vehicle, email **both** Dennis Kolb (drkolb@viterbo.edu) and Linda Kneifl (lpkneifl@viterbo.edu). Do not call. Your request should include the type of vehicle required (car or van), as well as the times you will be picking up and returning the vehicle. A return email will be sent to confirm and verify all reservations. Keys, credit cards and any necessary forms are available at the physical plant office, 727 Winnebago Street. Gas credit cards are for fuel purchases only. No food, beverage or personal purchases are allowed. The Fleet vehicles are located between residence lot E and physical plant lot K. Please return all vehicles to this area when travel is completed and fill the gas tank if less than one-half tank remaining.

Inside the vehicle is a Fleet Vehicle Charge Authorization form that needs to be filled out entirely. When the vehicle is returned, the keys, gas charge slips and charge authorization form needs to be dropped off at the physical plant. There is a drop box at the physical plant service back door for afterhours returns or if no one is available in the office. Campus security officers are not permitted to accept vehicle keys. Please remove your personal belongings along with any trash items.

Visit their website for more information: www.viterbo.edu/physicalplant/.

Personal Vehicles

As indicated in the above policy, use of personal vehicles for business travel is not covered by Viterbo University's insurance policy, and individuals assume the risk for any damage or injuries that arise when using personal vehicles as part of their work for Viterbo University. Individuals must carry personal auto insurance as Wisconsin state law indicates "drives and owners of motor vehicles are required to show proof of insurance at traffic stops/accidents if requested by law enforcement" (Wisconsin Department of Motor Vehicle website).

It is recommended that clubs and organizations utilize other means of transportation. Fleet vehicle and rental vehicle use is encouraged because they provide a secure and efficient means of travel. However, exceptions may be made for use of personal vehicles in extenuating circumstances. Club members who choose to use their own vehicle for club travel need to be aware that they are responsible for any damages. The university does not provide physical damage insurance (comprehensive and collision) on vehicles it does not own.

In addition, costs are not to be charged to the club account by the club for vehicle use. It is not the university's responsibility to cover accrued expenses on an individual's personal vehicle.

Vehicle Rental

For information on vehicle rentals, refer to #6 under "Transportation" in the travel policy on pages 4 and 5.

EMERGENCY AND SAFETY INFORMATION

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, then the activity will not occur and an alternate experience can be planned.

1. Students must never be put in a situation in which they do not have the appropriate training or skills to execute an activity that entails significant risk (i.e. students who cannot swim must not be expected to take a canoe trip with a science class).
2. If a trip requires a physical activity that might be unusually challenging for some students, students need to know that ahead of time and have the opportunity to opt out. Or, the trip leader should provide an alternative activity.
 - a. In no case may a student be forced to participate in a field activity that poses a danger that the student feels the student cannot negotiate.

- b. Similarly, students with disabilities must always be permitted to participate in the activity. Accommodations are to be made.
- 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. Take reasonable steps to accommodate the concerns.

If an emergency occurs in the course of a trip, the trip leader is responsible for contacting the supervising department and Vice President for Student Development immediately to describe the emergency and to discuss plans to address the problem. The supervising department and Vice President for Student Development 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; or
- D. Otherwise take action to protect the safety and interests of students, staff and Viterbo University.

Emergency Contacts

Diane Brimmer , <i>VP for Student Development</i>	(w) 608-796-3801	(c) 608-385-4872
Kasie Von Haden , <i>Director of Campus Activities and Orientation</i>	(w) 608-796-3807	(c) 608-487-7180
Marci Kuhrt , <i>Director of Recreational Sports</i>	(w) 608-796-3120	(c) 608-498-5844
Amanda Meyer , <i>Assistant Director of Recreational Sports</i>	(w) 608-796-3126	(c) 507-951-7823

Emergency Procedures

1. Basic Assessment of the Problem.
 - a. If injury related, call 911 and then call the appropriate professional staff member.
2. For disabled vehicles
 - a. Contact the appropriate professional staff
 - i. Notify of the problem
 - ii. Make necessary arrangements: overnight accommodations and/or alternate transportation home.
3. For non-disabled vehicles
 - a. Take vehicle in for inspection at nearest auto repair facility
 - b. Call the appropriate staff member with updates.
4. Determine method of payment(s) with the appropriate staff member.

Accident & Incident Reporting

In the instance of an emergency the following guidelines should be followed when reporting.

1. Be clear and concise in your reports.
2. Be objective in your report. Do not imply fault. Stick to the facts. No personal assumptions should be reported.
3. Use witnesses if at all possible. Name, address, and phone number.
4. Always fill out and submit reports to Campus Activities or Recreational Sports and Student Development offices immediately after an accident or incident. If you are away on travel, notify the appropriate offices and arrange a time to turn in the report(s).
5. In the instance the situation is serious; do not communicate any information about the situation to anyone until you have contacted the appropriate offices, including the Vice President for Student Development.
6. If there is any doubt in your mind whether a report is necessary, FILL IT OUT!

Fleet Vehicle Report

Complete as directed by the Physical Plant. See Physical Plant for details.

Accident Report

An accident report, for personal injury, must be completed when:

- A club participant, spectator, or coach/instructor is injured and requires treatment for an injury that occurred during club time.
- Someone is injured during an event the club is hosting.

Club officers must carry these forms with them to all club activities and they should be completed immediately following the injury. These forms must be turned into the appropriate offices the next business day.

Incident Report

An incident can be defined as any event, activity or action that causes a disruption to normal activity or business.

This can include:

- Minor and major arguments or disagreements
- Physical contact beyond the realm of the sport or activity
- Facility reservations that was booked for club time.
- Facility members using club space during club time.

Club officers must carry these forms with them to all activities and they should be completed immediately following the incident. These forms must be turned into the appropriate offices the next business day.

Reporting to the Public

- In the case of an emergency situation or incident where the press would arrive, clubs are not permitted to discuss any information.
- The club's responsibility for this type of information is to contact the appropriate offices, including the Vice President for Student Development, prior to talking with anyone.

Controversial, accident related and emergency topics associated with Campus Activities and student organizations is the responsibility of the Director of Campus Activities and Orientation. Controversial, accident related and emergency topics associated with the Department of Recreational Sports and sport clubs is the responsibility of the Director of Recreational Sports. Forward all such requests to the appropriate directors.

Adversity

When traveling, there are often unexpected or unplanned events that may arise. In such instances, it is up to the officers to use their best judgment of a situation and always remain in contact with university personnel.

Weather Conditions

Should severe weather conditions arise while traveling, pull over and call for assistance. Examples of this would include severe thunderstorms, a snow storm, or icy roads.

Depending on the situation, arrangements will be made to ensure the club or organization has a safe trip home. **Safety is our #1 priority!**

SPRING BREAK TRAVEL

Clubs and organizations traveling over Spring Break should begin planning the necessary arrangements **2 months prior**

to departure. Trips over Spring Break are usually longer in length and occur during a very busy time. This makes finding the best transportation and housing accommodations often challenging.

Preparation

Housing and transportation accommodations need to be made as far out as possible when planning a Spring Break trip. Failure to prepare in advance will result in increased expenses.

University Business

Any time an individual, or group of individuals is representing their club or organization, whether it be on campus or out of town, they are on official university business. When traveling, clubs and organizations are on University business from the time they depart to the time they return to campus.

During that whole time individuals are required to adhere to all Viterbo University, Student Development, and Student Organizations and Sport Clubs policies.

Itinerary

Along with the mandatory paperwork associated with travel for spring break, clubs and organizations are required to submit a detailed itinerary of what they have scheduled for the entire time of their trip.

The following is an example itinerary:

8:00 a.m. – 11:00 a.m.: Club activity	5:00 – 7:00 p.m.: Return to hotel, clean up
11:00 a.m. – 1:00 p.m.: Lunch	7:00 – 9:00 p.m.: Dinner
1:00 – 5:00 p.m.: Volunteer work	9:30 p.m.: Return to hotel and lights out by 11:00 p.m.

Itineraries are due **2 weeks** prior to departure.

Appendix A – Emergency Response Steps



