

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 appropriate university official in advance of travel for classes, conferences, athletic competitions, student organization activities. The following university officials are responsible for approving travel for the areas listed:
 - a. Dean of the College of Arts and Letters approves student travel for classes within this College.
 - b. Dean of the College of Business and Leadership approves student travel related to classes within this College.
 - c. Dean of the College of Education, Science, and Mathematics approves student travel related to classes within this College.
 - d. Dean of the College of Nursing, Health, and Human Behavior approves student travel related to classes within this College.
 - e. Assistant Director for Student Engagement approves student travel coordinated by registered student organizations.
 - f. Director of Athletics approves student travel related to intercollegiate athletic competition.
 - g. Director of Recreational Sports approves student travel related to intramural sports and sports clubs.
 - h. Director of Service Learning approves student travel related to class service learning and student internships.
 - i. Director of Study Abroad approves student travel outside of the USA.
 - j. Vice President for Academic Affairs approves all other student travel planned within the Division of Academic Affairs.
 - k. Vice President for Student Affairs approves all other student travel planned within the Division of Student Affairs.
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, vice president, and/or 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, pricing, and book reservations.
2. The traveler will prepare a purchase order, and obtain 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 general standard rate for hotel accommodations is \$85/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 \$85/night. Exceptions to that standard rate are made by individuals staying at conference (or nearby) hotel and as follows:

- A. Lodging in Des Moines, IA - \$95.00/night
- B. Lodging in Door County, WI locations (5/15--10/15 only) -\$90.00/night
- C. Lodging in Racine, Kenosha, and Waukesha Counties, WI locations - \$95.00/night
- D. Lodging in Lake Geneva, WI (9/5--5/31 only) -\$95.00/night
- E. Lodging in Lake Geneva, WI (6/1--9/4 only) - \$125.00/night
- F. Lodging in Milwaukee County, WI - \$110.00/night
- G. Lodging in Wisconsin Dells, WI (6/1--9/30 only) - \$115.00/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/day. 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 7-1-16): Breakfast - \$7, Lunch - \$11, and Dinner - \$17. 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 Travel Expense Report. 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 travel expense report.

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 is 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 to internships, jobs, cultural/educational/social events, clinical and practicum experiences, research experiences, student teaching, home athletic practices and competitions, (but may choose to do so). This also includes other activities that are selected by the student and not required by the university.

In situations listed above in 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 Vitnet.
 - 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/physical-plant/fleet-vehicle-policy>

- 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 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. Operation of a Viterbo University vehicle without authorization may result in 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 student drivers may be pre-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.
 - 1) Priority is given to approved science lab and intercollegiate athletic trips for scheduling and use of the minibuses.
 - 2) Only Viterbo employees may drive the minibus.
 - 3) 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.

- 4) Work study students or other students employed by Viterbo do not qualify as employees eligible to drive the minibus.
- 5) The minibuses are generally intended for trips within 5 miles of the Viterbo University campus, 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:

- A. Informs the rental agency that the vehicle will be used for business purpose,
- B. Supplies the rental agency with a certificate of insurance <http://www.viterbo.edu/business-office/forms>
- C. And pays for the rental with his or her Viterbo corporate credit card. (If the employee does not have a Viterbo credit card, payment may be made with personal credit card.)
- D. 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.
- E. The VP of Finance and Administration, 608-796-3856, must approve acceptance of the rental agency’s insurance.
- F. The rental or use of a 15-passenger van poses a safety risk, and is prohibited.
- G. 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 obtain a discount, provide the agent with Viterbo’s account number (Hertz CDP number 1780621) or (Enterprise a/c # XZ44G76). They will then quote you a rate based on our discount.
 - 3) Neither company will bill Viterbo. The employee will pay for the rental and request appropriate reimbursement. 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/business-office/forms> 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 for university-related travel; 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 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 appropriate university official (See General #3 at the beginning of this policy). 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 and cost to participants
 - H. Description of any significant 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 Study Abroad.

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 and/or
 - 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, submission, and verification of completion 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.
 - 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.
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 Policy, etc.)
 - A. Any student behavioral misconduct occurring during travel or any university-sponsored activity must be reported to the Vice President for Student Affairs 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. Take action to protect the safety and interests of students, employees, chaperones, 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 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 groups of 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 Study Abroad no less than two months before the proposed trip.
 - B. Potential trip leaders must begin discussion with his or her supervisor and the Director of Study Abroad no less than two months before course embedded trips.
 - B. The Director of Study Abroad has established procedures for process for short term cross-cultural study courses.
 - C. 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 the trip 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.
 - D. Viterbo University reserves the right to refuse approval for an international group trip for any reason.
 - E. All international travel for Viterbo must be approved in writing by the supervising vice president and registered with the Director of Study Abroad.

F. 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.
- 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 Affairs Administrative Assistant, dlhomstad@viterbo.edu, (3) Adam Malin, Director of Campus Safety, ammalin@viterbo.edu, and (4) the supervising dean or vice president:
 - 1) A **List/Roster of Trip Participants** including names and cell phone contact information for students and trip leader(s),
 - 2) A **Travel Itinerary** including days, dates, times, locations, phone numbers for all venues and hotels,
 - 3) **Emergency Contacts and Medical Information Report*** including contact and information for all trip participants including the trip leader(s), and
 - 4) **Written verification that all student trip participants have completed the Student Participant Assumption of Risk and Release of Liability Form*.**

**Only student travel to optional/non-mandatory activities held at locations within 5 miles of the Viterbo campus will be exempted from full completion, submission, and verification of completion 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 person(s) planning the trip must make certain the vehicle(s) and/or trip leader(s) are 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, flare)

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