

MSOE STUDENT TRAVEL POLICY

Revised August 2018

PURPOSE

In order to protect the safety and well being of the institution and its members, in an effort to align with the university's overall mission, MSOE has adopted the following travel policy.

DOCUMENT

This document helps define MSOE Recognized travel and any policies and rules that MSOE has in place regarding such travel.

MSOE Recognized Travel

"MSOE Recognized Travel" is any trip from MSOE that meets any of the following criteria: MSOE money or support is used to pay for or aid any aspect of the trip (ex. transportation, food, hotels, conference fees, etc.); and/or any student or students traveling in the name of MSOE as a part of an academic program, class, service event, student organization, or any other recognized activity where the group traveling is presenting itself as a representative of MSOE. Only "MSOE Recognized travel" can use MSOE money (including student self-fundraised funds), services, or the university name. This policy excludes employee travel and official athletic department travel.

DEFINITIONS

Advisor

An MSOE faculty, staff, or alumnus who is recognized by the university and has the responsibility of assisting and supporting an MSOE academic or student organization group.

Domestic Travel

Travel within the United States for the purpose of academics, service, student organization involvement or event attendance, sponsored by the university.

Exchange Program Travel

Travel that occurs when an MSOE faculty, staff or student attends a program at a non-domestic university in which an exchange agreement is in place.

Local Travel

Travel that occurs within 100 miles of MSOE. The standard distance that a person would comfortably travel as part of a regular commute or event.

Recognized Student Organization

A student organization approved by MSOE's Student Government Association and/or the Office of Student Life, or a university department.

Travel Abroad

Travel outside of the United States for the purpose of study or service in another country, sponsored by the university.

Travel Advisor

An MSOE faculty, staff, alumnus, or designated person who is recognized by the university and has the responsibility of assisting and supporting an MSOE academic or student organization group which is traveling domestically or abroad. The travel advisor holds the responsibility of travel coordination and paperwork for the purpose of reporting the trip details to the university. This is an ongoing responsibility that continues until all details of the trip are resolved after the event. The travel advisor must accompany travel abroad trips (unless special circumstances are approved by the university).

University Sponsored Event

An event which is initiated, sponsored, planned and arranged by an MSOE faculty, staff or recognized student organization member, which has been approved by an appropriate university administrator. This includes events which the university is involved with and/or actively administrates, manages, and oversees financially, physically or administratively. Generally events and representatives that use the university name fit this definition.

GENERAL POLICIES

- All MSOE recognized travel must be reported to the university in the following circumstances: The trip is farther than 100 miles, the trip features an activity that holds greater risk than average day-to-day activity, and/or the event requires an overnight stay.
- When reporting MSOE recognized travel, required forms and/or waivers must be submitted and approved. Failure to submit the required documentation within the required timeline may result in trip cancellation, or sanctions for violation(s) of the student conduct code or employee handbook.
- The student conduct code is in force during all MSOE Recognized travel, and applies to all students even while off campus. The rules outlined in the Employee Handbook are also in effect for employees.
- All local, state, federal, and international laws should be adhered to when engaging in MSOE Recognized Travel.

- All individual students must complete and submit a Travel Liability and Assumption of Risk release form to be eligible to be part of any MSOE recognized travel event (local, domestic, abroad, or exchange program). Submission timeline requirements are given below.

- In order to drive MSOE vehicles which are not automobiles, individuals must pass the MSOE Vehicle Driver Safety Class (aka. The Van Driving Class) and be approved by MSOE's Human Resources Department. In the case of automobiles, the MSOE Human Resources department must approve a faculty or staff driver before they are allowed to drive MSOE cars. In the case of students driving MSOE automobiles, the students must also pass the MSOE Vehicle Driver Safety Class and be approved by the MSOE Human Resources Department. Additional authorizations are needed from Human Resources and the Facilities department to drive other MSOE vehicles (ex. pickup trucks, steak bed truck, gator, trailers, mini-bus, forklifts, etc.). *[NOTE: Forklift operation also requires OSHA approved training and certification.]* Appropriate additional certification for state or federal operation (ex. motorcycle certification or commercial driver's license) is required to operate vehicles that require such standards.

- If driving a multi-passenger full-sized van (aka. 15-passenger van), MSOE restricts the total number of people in the vehicle to 10 persons (9 passengers and 1 driver). This rule to improve safety is in effect if the van is MSOE's or is rented.

-Any exceptions to the standards of these policies must be approved by an officer of the university (Vice-President level or higher).

- MSOE does not provide insurance coverage for rented or personal vehicles used for student travel. Student organizations are responsible for their own insurance coverage and the payment of all damages and claims. When renting a vehicle insurance on the rented vehicle is required. Drivers should know that when using a personal vehicle for an MSOE recognized event, the driver should understand that it is their insurance and not MSOE's that covers the passengers and that they assume the responsibility of coverage.

TIMELINE REQUIREMENTS

Local Travel – All forms must be submitted 2 days prior to travel.

Domestic Travel – All forms must be submitted 1 week before travel.

Travel Abroad – All forms must be submitted 2 weeks before travel.

Exchange Program Travel – All forms must be submitted 2 weeks before travel.

LOCAL TRAVEL

- Local travel (within 100 miles from MSOE) does NOT require a travel advisor to accompany a traveling student group.

- An Intent to Travel Form, giving the important details of the trip, should be filled out by each attendee when a group plans to travel for an activity that has greater than average risk or requires an overnight stay.

- If a personal vehicle(s) is being used for an activity that has greater than average risk or overnight travel, all students using that transportation must sign a liability waiver and assumption of risk form before they may participate in the event. This form must be filled out 2 business days before the trip itself takes place. Proof of insurance belonging to the driver(s) of the personal vehicle(s) must be submitted to the Student Life Office.

-If a person becomes available to join in a local travel event after the 48 hour limit, approval from the Office of Student Life is required.

DOMESTIC TRAVEL

- Domestic travel (100 miles or farther from MSOE) requires a travel advisor accompany a student group, unless the group traveling is using commercially available transportation (ex. airplane, chartered bus, rental vehicle [with proof of insurance submitted as required]), or signed waivers for transportation have been properly submitted. When using an MSOE vehicle (ex. van) a travel advisor is required to directly accompany the group.

- An Intent to Travel Form, giving the important details of the trip, should be filled out by each attendee when a group plans to travel for a domestic activity. This should include the contact information related to the travel advisor who may accompany the trip.

- If a personal vehicle(s) is being used for this travel, all students using that transportation must sign a liability waiver and assumption of risk form before they may participate in the event. This form must be filled out 1 week before the trip itself takes place. Proof of insurance belonging to the driver(s) of the personal vehicle(s) must be submitted to the Student Life Office.

TRAVEL ABROAD

- Travel abroad (any travel outside the United States) requires a travel advisor accompany a student group that is traveling for academic, service, or group experience purposes.

- A Global Opportunities Application (found on my.msoe.edu), giving the important details of the trip, should be filled out by each attendee when a group plans to travel abroad. This should include the contact information and trip details provided by the travel advisor who must accompany the trip. The Travel Advisor should have a meeting with the travel abroad group and provide them all of the details that are needed for the students to properly complete the travel abroad form (the advisor may prepare a sheet for the attendees with the primary details that need to be submitted).

- All MSOE students traveling abroad are required to have travel health insurance for the duration of their trip. This coverage must include repatriation and evacuation coverage.
- All Trip Advisors must have a means to communicate with the university at all times during their trip abroad.
- Students and employees traveling abroad should have a health form filled out by their personal physician indicating that they are in proper health for travel and the duration of their trip.
- Students and employees traveling abroad must visit the US government websites for overseas travel to be informed of the risks that are present when traveling to their destinations. In addition, all travelers must register for STEP.
[<http://www.state.gov/travel/> and <http://wwwnc.cdc.gov/travel>]
- Any country with a US Department of State Travel Advisory Level 3, "Reconsider travel" in effect requires that the officers of the institution (Vice-Presidents and President) review and approve the travel request before the trip may be scheduled. It is the responsibility of the Trip Advisor to inform the officers of any updates or changes to the status of the travel advisory. MSOE restricts any travel to countries with a US Department of State Travel Advisory Level 4, "Do not travel". MSOE reserves the right to cancel any trip without notice for reasons of safety or concern.
[<http://www.state.gov/travel/> and <http://wwwnc.cdc.gov/travel>]
- MSOE also reserves the right to restrict travel within any country to specific destinations or areas, regardless of the level of travel warning/alert.

EXCHANGE PROGRAM TRAVEL

- Travel to the location of an MSOE exchange program does not require a travel advisor to accompany the exchange.
- A Global Opportunities Application (found on my.msoe.edu), giving the important details of the trip, should be filled out by each attendee when a group plans to travel abroad.
- All MSOE students traveling abroad are required to have travel health insurance for the duration of their trip. This coverage must include repatriation and evacuation coverage.
- Students and employees in exchange programs should have a health form filled out by their personal physician indicating that they are in proper health for travel and the duration of their trip.

- Students and employees in exchange programs must visit the US government websites for overseas travel to be informed of the risks that are present when traveling to their destinations. In addition, all travelers must register for STEP.

[<http://www.state.gov/travel/> and <http://wwwnc.cdc.gov/travel>]

- Any country with a US Department of State Travel Advisory Level 3, "Reconsider travel" in effect requires that the officers of the institution (Vice-Presidents and President) review and approve the travel request before the trip may be scheduled. It is the responsibility of the Trip Advisor to inform the officers of any updates or changes to the status of the travel advisory. MSOE restricts any travel to countries with a US Department of State Travel Advisory Level 4, "Do not travel". MSOE reserves the right to cancel any trip without notice for reasons of safety or concern.

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- MSOE also reserves the right to restrict travel within any country to specific destinations or areas, regardless of the level of travel warning/alert.