# **POLICIES AND PROCEDURES FOR TRAVEL**

The Office of Student Involvement and Leadership supports student club/organization travel to engage in service, conferences, competitions and other activities in order to augment students’ experiences outside of the classroom, to facilitate professional development, and to enrich the communities in which students engage. Student club/organization requests to travel either domestically or internationally will be considered in light of the educational, experiential, service, and/or social purposes of the travel. Specific attention will be placed on management of risks, safety of participants in the proposed travel destination, and the planned activities. All overnight retreats and trips off campus must be accompanied by the club/organization advisor or another faculty/staff member asked in advance and approved by the Office of Student Involvement and Leadership.

The Office of Student Involvement and Leadership in conjunction with the Wang Center for Global Education has final discretion in decisions regarding domestic or international travel by student organizations. All activities and travel must conform to the University’s general regulations pertaining to student activities as presented in this handbook and in the Student Code of Conduct. The Student Code of Conduct applies to all students on and off-campus, including during domestic and international travel. Reports of violations of the code could result in conduct proceedings upon return to campus. An individual student’s conduct record could impact his or her eligibility to participate in student organization travel. Such decisions will be made by Student Involvement and Leadership in conjunction with Student Rights and Responsibilities.

All student organization travel must be registered with Student Involvement and Leadership. In order to protect the safety and best interest of students and PLU employees traveling, PLU reserves the right to cancel any travel plans at any time, regardless of prior approval based on a review of current conditions. As such, while not required, travel insurance is highly recommended, particularly for international travel. Please contact SIL with any questions, 253-535-7195.

## Domestic Travel

Domestic travel must be registered and approved by Student Involvement and Leadership (AUC 161) by submitting the appropriate documentation at least two months prior to the departure date.

## International Travel

Traveling internationally is a complicated process. If traveling internationally, you must work with the Office of Student Involvement and Leadership in conjunction with the Wang Center for Global Education. This process should be initiated at least 9-12 months prior to departure date. For detailed guidelines following the Wang Center for Global Education policies, procedures, and resources please review the Travel Guide 15-16 that can be found here: <http://www.plu.edu/studyaway/documents/> .

The following types of things need to be taken care of before a trip can be approved:

1. Identify an Advisor or Faculty/Staff member who will accompany you on this trip
	1. Signature must be acquired
2. Identify a clear location/destination in which you will be traveling to
	1. This location will need to be cleared through the Wang Center for Global Education to ensure that there are no travel warnings for this destination
3. Consult with the Wang Center for Global Education to ensure completion of proper trainings
	1. Trip leader trainings
	2. Student trainings
4. Provide a detailed itinerary
	1. Hotel names (star ratings included)
5. Submit proper paperwork
	1. Confidential Medical Statement for Travel
	2. Statement of Responsibility and Authorization Waiver
	3. See below for a complete list of documentation

**Pre-departure meeting**

For all student organization travel **that will include an overnight stay,** trip leaders are required to complete a pre-departure itinerary at least two weeks prior to the scheduled departure date. An orientation, which is an in-person meeting facilitated by representatives from SIL will address issues including but not limited to health, safety, security, accident procedures, and expectations - all trip participants must be present.

**Liability Waivers and Forms**

All PLU student participants in student club/organization domestic and international travel must sign a liability waiver prior to departure. Student Involvement and Leadership will obtain liability waivers for the organization upon submission of completed documentation. Signed waivers must be returned to the Office of Student Involvement and Leadership at least **three days prior to departure**. The Office of Student Involvement and Leadership reserves the right to withdraw a student from a planned trip if they fail to submit their paperwork on time. For overnight trips, additional health forms may be required. To view a complete list of all appropriate forms needing to be completed, please visit our website and view the Travel Documents section: <http://www.plu.edu/clubs/documents/>

* Required Forms:
	+ Faculty/Staff Statement of Responsibility and Authorization Waiver
	+ Faculty/Staff Confidential Medical Statement for Travel
	+ Student Statement of Responsibility and Authorization Waiver
	+ Student Confidential Medical Statement for Travel

**Vehicle Insurance**

PLU does not provide insurance coverage for personal vehicles used in student club/organization travel. Clubs/Organizations are responsible for their own insurance coverage and the payment of all claims and damages if using a personal vehicle. PLU’s auto insurance will provide coverage for vehicles rented for PLU sponsored activities.

## Transportation Options available to Clubs

There are multiple ways for your club/organization to participate in off-campus events that involve traveling a distance greater than is possible without use of a vehicle. Individuals seeking to use fleet or rented vehicles (12-passenger vans) must be certified through Campus Safety. Available options include:

- PLU-owned 12-passenger vehicles can be rented through Campus Safety

- PLU-owned Prius can be rented through Campus Safety

- 12-passenger vans can be rented from Enterprise through Campus Safety

- Public transportation is strongly encouraged where applicable

Students/advisors are not allowed to organize carpools as the safety of the vehicle, driver, and/or other factors are outside of the University’s control.