

**Policy Title:** Student Domestic Travel

**Policy Summary:** Obtaining Approval for Student Domestic Travel

**Policy Category:** Administration & Operations

**Policy Owner:** Risk and Insurance Office

### Policy Summary

This policy outlines the process for obtaining approval for student domestic travel through the Risk and Insurance Office and establishes expectations for student behavior during travel as outlined in other applicable institutional policies.

### Purpose

This policy is intended to enhance safe domestic travel by students to events and activities occurring away from Drake campus by establishing parameters for approval if individual and group student travel related to voluntary and class required field trips, activities of registered student organizations and any registered students who is officially representing the University.

### Scope

For purposes of this policy, the scope of activities and events covered by this policy include but are not limited to sponsored field trips, club sports, activities of registered student organizations, students attending professional conferences, community service travel, study away at another institution and when a registered student organization is representing the University.

### Definitions

**Senior Level Administrator:** Administrator with responsibility for multiple departments who reports directly to the President of the University.

**Student Domestic Travel:** Student travel within the United States for activities and events including sponsored field trips, club sports, activities of registered student organizations, students attending professional conferences, community service travel and when a registered student organization is representing the University.

Types of trips covered under this policy include:

- Any class required field trips;
- Any voluntary trip that is part of a registered student organization;
- Any individual or group travel that is registered and is traveling on behalf of and representing the University; or
- Any study away program at another institution.

Type of trips not covered by this policy:

- Any student attending an athletic/recreational event as a non-participant; or
- Any individual or group that is not a registered and recognized university organization.

## Policy

All domestic student travel must be approved prior to departure from the University. Approval requests must be submitted to the Risk and Insurance Office using the [Risk Mitigation and Trip Travel Form](#) at least ten days before departure from the University. The Risk and Insurance Office will notify the main contact overseeing the travel within the department if the trip has been approved. The individual advising the student domestic travel must maintain a copy of the emergency contact information for all participating students.

Students are expected to conduct themselves in accordance with the policies set out in the Drake Student Handbook, the Code of Student Conduct and all other applicable University policies and procedures. Engaging in behavioral misconduct while on University-sponsored travel may result in disciplinary action and all participants in student domestic travel are responsible for their own behavior and any resulting consequences of that behavior.

### **Study Abroad and International Trips and Travel**

All study abroad and international trips must follow the relevant university policies and be coordinated with the [Drake University Global Engagement](#).

### **Driver Requirements**

All persons driving on University business must satisfy the requirements of the Drake University [Transportation Policy](#) and [University Driver Approval and Vehicle Operation Policy](#) including completion of all forms and other requirements that may be necessary to obtain approval to drive on behalf of the University or as a part of a University-sponsored event. Upon satisfying the necessary requirements for approval, qualified drivers may be approved to drive rental, University leased, courtesy, or personal vehicles for purposes of student domestic travel.

### **Accidents**

Accidents should be reported according to the procedures outlined in the Drake [Motor Vehicle Accident Guidelines](#).

### **Insurance**

Insurance requirements vary based on the nature and extent of the activities and services. More information about insurance requirements can be found on the [Risk and Insurance Office](#) webpage or by contacting [durisk@drake.edu](mailto:durisk@drake.edu).

### Supplemental Athletics Travel Insurance

Drake University will procure and maintain in effect required policies for travel connected to athletic competition and practice (in accordance with NCAA Bylaw 16.4.1-(b) or as amended)

including accidental death benefits for travel connected to athletic competition and practice. Coverage per person will be in addition to any other coverages for those traveling while on authorized University sponsored business.

**Last Review Date:** N/A

**Effective Date:** August 2021