EDINBORO UNIVERSITY OF PENNSYLVANIA

Student Travel
Policy No. A074

Recommended for Approval By:

Dr. Kahan Sablo, Vice President for Student Affairs/Date

Approved By:

Dr. Julie Wollman, President/Date

Review Date: As Required

I. INTENT

The intent of this policy is to (1) provide requirements for University-approved or University-sponsored trips involving currently-enrolled Edinboro University students; (2) to provide requirements for recognized student organizations in connection with any off-campus trips they are planning; and (3) to ensure that student travelers and their designated contacts can be reached in the event of an emergency situation.

This policy does not apply to the following:

• currently-enrolled students attending out of town athletic, recreational, or other events as a non-participant;

• currently-enrolled students participating in internships, student teaching, observations, or research;

• travel undertaken by student groups that are not recognized by the University, as those trips cannot constitute University-approved or University-sponsored travel.

II. POLICY

Edinboro University is committed to safe travel to events and activities that occur beyond the boundaries of the University. This policy describes requirements when students travel on University-approved or University-sponsored trips. On all such trips, students must comply with the following:

A. All traveling students must review and abide by the Student Travel Agreement (attached).

B. A faculty, staff and/or student leader must travel with recognized student groups. Edinboro University will view this individual as the “Trip Leader/Advisor.” This individual will maintain immediate access to all emergency contact information for all students participating in the trip.

C. Recognized student organizations (as defined in Policy A024) and/or individual students traveling on approved trips must complete and submit a Student Travel Manifest and submit the completed form to the University Police prior to departure from campus (see
attached and/or the University website). The University Police will, in turn, provide a photo copy of the form to the trip leader for use during the trip as needed. Any trip taken without the submission of a complete and accurate Student Travel Manifest form may result in disciplinary action.

D. Trip leaders/advisors are encouraged to discuss the Student Code of Conduct (See University website) with traveling students, so that they are aware that inappropriate actions and/or student misconduct will be formally addressed by the University.

E. Travel should be planned so as not to create an undue interference with academic responsibilities.

F. To ensure that events or activities involving student travel are consistent with the University's mission, all travel to a University-sponsored event or activity must be approved in advance by the organization's faculty/staff advisor or the appropriate supervisory manager.

G. The organization's faculty/staff advisor shall also be responsible to ensure that all safety concerns have been addressed.

H. During all travel covered by this Policy, all participants are required to engage in the planned activities of the trip.

I. When participating in non-University funded travel, recognized student organizations are still required to comply with the requirements of this Policy. This includes designating a trip leader, gathering signed Student Travel Agreements from all participating students, and submitting a Student Travel Manifest.

J. Individuals traveling are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other issues resulting from a participant's failure to comply with: this Policy; the requirements of the Student Travel Agreement; University rules; applicable laws and regulations; or the direction of University employees, including the trip leader/advisor.

III. DEFINITIONS

A recognized student organization is one that has been formed for educational, professional, social, recreational, or other lawful purposes. A recognized student organization derives its membership and recognition from Edinboro University and/or the Edinboro University Student Government Association (SGA). For more information on student organizations consult University Policy A024.

The club/organization faculty/staff advisor is a full time University employee who has agreed to provide guidance to a student organization as defined in University Policy A025.

A University-sponsored event or activity is one that is initiated, managed, and/or planned by a member of the University's faculty or staff, or by members of a recognized student organization that has been granted sponsorship by the University and/or the SGA.

For the purposes of this policy, a currently enrolled student is an individual who is currently registered at the University on a full or part-time basis.

Non-University funded travel occurs when travel to an off-campus activity is required as part of membership in a recognized student organization, but no University/SGA funds are utilized to
support the travel. Recognized student organizations may utilize funds acquired through fundraising, dues, or other lawful sources, to support non-University funded travel.

IV. TRAVEL GUIDELINES

Edinboro University provides opportunities for currently enrolled students to travel to activities that enhance student learning. Participation in such activities shall be limited to members of the University community.

The following additional guidelines also apply to all student travel activities governed by this Policy:

A. The sponsoring University department/organization should coordinate transportation by official University vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation or, if necessary, personal vehicles. Depending on the type of travel, the appropriate University policy/procedure will be followed:

1. For information on vehicle rentals, consult the University procedure on Enterprise Rentals for EUP Faculty and Staff.
2. For information on travel via bus, train, taxi, shuttle, or University vehicle, consult University Policy No. C022 - Vehicle Use/University Owned.
3. For more information on SGA vehicles, consult the SGA website at www.edinborsga.com. (Follow the “What We Provide” link.)

B. The trip leader/advisor should hold a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details.

V. ADDITIONAL INFORMATION

A. Accident and Medical Insurance - The University does not provide accident or medical insurance for any student trips. Students are responsible for any incurred costs associated with any accident or medical situation that might arise during a trip.

B. Participation - Except with the permission of the appropriate University supervisory manager, friends and family of students are not eligible to participate in University-sponsored travel.

C. Unstructured Time - The trip leader/advisor should ensure that unstructured time be kept to a minimum to reduce the risks that are inherent with unsupervised activity.

D. Questions about this Policy or any student travel concerns should be directed to the Office of the Vice President for Student Affairs.

VI. RELATED UNIVERSITY POLICIES AND CODES

A005 – University Procedures for Responding to Off-Campus Student Behavior Complaints
A020 – Student Organization Activities
A024 – University Recognition of Student Organizations
A025 – Student Organization Advisors
A036 Disruptive Behavior in Supervised Situations
A044 – Student Activity Contracts
Seriously Disruptive Behavior Procedure
Student Code of Conduct and Judicial Procedures
Student Travel Agreement

Traveling away from campus incurs certain risks. These risks are minimized by the exercise of reasonable care, which includes a knowledge of and adherence to all safety considerations and guidelines of the University and for the locality to which you are traveling, and familiarizing yourself with various local conditions/situations that may impact you. While off-campus, you assume responsibility for your own health and safety. You are agreeing to travel responsibly, to adhere to our policies and principles, and to represent the University well in both your academic and personal conduct.

Conditions of Participation

By traveling on a University-endorsed trip, I understand that my participation in this trip is voluntary. I acknowledge that there are risks inherent in traveling away from campus, and I agree to assume and accept all risks and responsibility for my health, safety, and property while participating in this program. Without reservation, and on behalf of myself, my heirs, and my estate, I release Edinboro University ("the University") and the Edinboro University Student Government Association (EUSGA), and their officers, trustees, agents, and employees, including, but not limited to, any staff member accompanying or directing this program, from any claim or liability of whatever nature arising out of, or in any way related to my participation in this program, including, but not limited to, injury, loss, damage, accident, medical or other expense from any cause whatsoever (including but not limited to, sickness, accident, weather, act or omission of a common carrier, landlord, hotel, restaurant, private or government internship provider, or other agency or entity). I further understand that the University reserves the right to make cancellations, schedule adjustments, fee changes or other changes/substitutions in the program as necessary given changed conditions, emergencies, or in the interest of the group and/or program.

I will comply with the University’s policies and standards for student conduct, with all program guidelines and/or regulations, rules, policies, and with the laws of the locality of the program. I agree to follow the instructions and guidelines given to me by the Trip Leader/Advisor. I understand that alcohol abuse or other substance abuse will be considered a serious offense and may result in my immediate dismissal from the program. I understand and agree that if I violate any of these, or otherwise demonstrate behavior that is detrimental to the group, the program, or the reputation of the University, the trip leader may dismiss me and send me home at my expense.

I represent that I am mentally and physically able, with or without accommodation, to participate in this program. (On a separate page, please explain any disability accommodations needed, and any required medications, allergies, or other health conditions that program personnel should be aware of or that could adversely affect your full participation in the program.) If I am currently under medical or mental health treatment or expect to be at the time of my participation in this program, I understand that I must disclose this information as a part of this application process and attach a letter explaining my conditions and treatment. I understand that it is my responsibility to have adequate health and accident insurance coverage at all times while participating in this program. I agree to advance all necessary medical expenses. Should I require any medical treatment while on the program, I grant the University or those with whom the University may be in contact full authority to consent to whatever action they feel is warranted under the circumstances regarding my health and safety, including medical treatment or evacuation, all at my expense.

I understand that having my name included on the Student Travel Manifest indicates that I understand and agree to the conditions of participation outlined above.
NOTE: A final passenger manifest with a correct and complete roster of passengers **MUST** be provided to the Edinboro University Police Department as you are exiting campus. Failure to do so may result in disciplinary action and the loss of future travel privileges.

All students are **REQUIRED** to read and abide by the Student Travel Agreement.

A separate Student Travel Manifest Form which accurately lists the passengers in each vehicle must be completed and submitted for each vehicle.

**Did you remember to:**
- Fill out the top portion of each page?
- Have all student travelers read the Student Travel Agreement?
- Sign the form (page 3)?
- Complete the hotel/lodging information requested (page 3)?
- List a daily travel itinerary if your trip involves multiple cities (page 3)?
- Submit the red folder (athletic travel only)?
- Submit a final copy of this form to the EUP Police when departing campus?

**Dates of Trip:** ___________________________  **Group Advisor:** ___________________________  **Group Advisor Phone #:** ________________

**Trip Advisor:** ___________________________  **Trip Leader:** ___________________________  **Trip Leader Phone #:** ________________

Please check one:
- University Vehicle  
- SGA Vehicle  
- Personal Car  
- Rental Car  
- Vehicle License Plate #: ________________

**Personal Vehicle (Make, Model, Color)** ___________________________

- Airplane (Carrier & Flight Number) ___________________________  - Bus (Please specify Carrier) ___________________________  - Train ___________________________

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<td>Ex.</td>
<td>John Doe</td>
<td>@000123456</td>
<td>(814) 123-7890</td>
<td>Maggie Doe/mother</td>
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Total # of travelers, including advisors/trip leaders ________________
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I certify that this is an accurate list of individuals present on this trip. I understand that providing false information on this form is a violation of University policy and will result in disciplinary action.

Trip Leader/Advisor Signature

Hotel/Lodging Information – Date(s) of stay ____________
Hotel/Lodging Name ____________________________
Hotel/Lodging Phone ____________________________
Hotel/Lodging Address __________________________

University Police Confirmation

Hotel/Lodging Information – Date(s) of stay ____________
Hotel/Lodging Name ____________________________
Hotel/Lodging Phone ____________________________
Hotel/Lodging Address __________________________

Please list all planned departures and arrivals for each day of your trip. (For example, driving to Pittsburgh Airport arriving at 5 PM, flight to Dallas, TX will arrive at 7:35 PM.)

ITINERARY –

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Total # of travelers, including advisors/trip leaders ____________