FIRST STEP – SAVE THIS DOCUMENT TO ANOTHER LOCATION

Student Travel Policy

Effective Date: *July 27, 2025*
Last Update: *Unknown*
Responsible University Office: *Office of Student Life*
Responsible University Administrator: *Vice President for Retention and University Development*
Policy Contact: *Dean of Students and Director of Human Resources*

I. POLICY STATEMENT

The Event Proposal and Funding Request Form which includes a travel outline must be approved 4 weeks prior to the event (if utilizing paid transportation, 2 weeks for local) and a complete and detailed travel itinerary with a list of all participants must be submitted 24 hours prior to the event. All participants will be required to sign a release of liability form prior to traveling which the organization must provide to the Office of Student Life 1 business days before the trip.

If any or all of the requirements listed for travel are not satisfied Capitol reserves the right to cancel the program. If an organization fails to satisfy the requirements and has previously committed itself to the procurement of items or services, the organization remains liable for all monetary commitments.

Conduct During Trip

Students remain subject to all university policies while traveling with a recognized organization on an approved trip. Violations of university policy are likely to be addressed using the university's judicial process for individuals as well as sanctions to the organization.

Within 75 Miles of Campus Day Trip

Transportation: Student organizations traveling not to exceed a 75 mile radius of campus (must use google maps with the starting point the university's address) have two options for transportation: the university van with a preapproved driver or personal vehicles driven by a preapproved driver verified through the Office of Human Resources. All travel must be approved 2 weeks in advance. Students, faculty and staff may be reimbursed at the university rate for mileage when using their personal vehicle.

Personal Vehicle: Approval of driving a personal vehicle is determined by the Dean of Student Life and Retention or designee. To be eligible to be an approved driver you must provide proof that you hold a valid driver's license with no restrictions and provide Human Resources with a copy of your driving record and information regarding the degree of insurance covered. This information must be updated annually to remain an approved

driver with the University. For this option liability waivers for each passenger will need to be provided to Student Life prior to travel. The use of personal vehicles are only eligible for travel not to exceed a 75 mile radius. The Direct

University Van: Approval to drive the van is determined by the Director of Human Resources. To be eligible to be an approved van driver you must be 21 years of age, hold a valid Maryland Driver's License, and provide a copy of your driving record. This information will be used by the insurance company to determine driving eligibility. You will also be assigned a driver safety course through ADP and must successfully pass the knowledge test section to be approved. The process may take several weeks to complete, so please plan accordingly. The approval process only needs to be initiated and completed once, unless there are changes to the driver's profile. Reimbursement for the purchase of gas for the university van can be requested with a show of receipts with the Office of Student Life. The approved driver 24 hours prior to any travel, can utilize a University Card for gas through facilities, Office of Student Life or Human Resources.

The Director of Human Resources will notify both the driver and the Office of Student Life of the date the drivers are approved to begin driving the van and/or personal vehicle. To complete the approval process, contact the Director of Human Resources. Students are not eligible to drive the university van.

Trip more than 75 Radius Miles (round trip) from Campus

All travel and arrangements must be approved 4 weeks prior to the planned departure. Transportation arrangements must be made with a commercial carrier (charter bus, airline, train, or other independent service). The student organization or sponsoring administrative or academic unit is responsible for securing a full-time faculty or staff member to volunteer as a monitor or chaperone. The faculty or staff member accompanying the group on the trip must meet with the Office of Student Life 2 weeks prior to departure to review emergency protocols and expectations. This faculty or staff member will serve as the On-Site Event Coordinator. As stated in the previous section contact information must be exchanged, students must receive written information regarding a meeting time and location for each morning and evening, and the buddy system must be implemented.

Trip more than 90 Radius Miles from Campus One Way

Any trip that involves travel of more than 90 miles one way from campus requires the use of a shuttle or contract bus service. All such travel requests must be submitted to the Director of Student Life or their designee **at least six weeks prior** to the scheduled departure date.

Requests must include the following documentation:

- Lodging details (hotel name, address, and reservation information) If applicable
- A detailed itinerary of the trip
- A transportation invoice or quote from the shuttle or bus service provider

Failure to meet these requirements may result in delays or denial of travel approval.

Overnight Trip Regardless of Mileage

If attendance at the event spans multiple days and includes both morning and evening activities requiring students to be present throughout, overnight lodging would be warranted. All overnight travel arrangements must be approved no later than 4 weeks prior to the planned departure. Transportation arrangements must be made as indicated in the previous section. The student organization or sponsoring administrative or academic unit is responsible for securing a full-time faculty or staff member to volunteer as a monitor or chaperone. Only professional staff members may serve as adult chaperones, and they must be present for the entire duration of the trip. No adult chaperone may share a room with a student.

The faculty or staff member accompanying the group on the trip must meet with the Office of Student Life at least two weeks prior to departure to review emergency protocols, student conduct expectations, and trip logistics. This faculty or staff member will serve as the On-Site Event Coordinator and is expected to be accessible throughout the duration of the trip.

Hotel and Lodging:

Hotel room assignments will be based on gender at birth, with two students assigned per room. Hotels are the preferred lodging option. However, if an Airbnb is considered more reasonable, it must be justified in writing and approved by the Director of Student Life at least two weeks prior to departure. All professional staff/faculty must have their own room including the shuttle driver regardless of the lodging type. All policies outlined in this section apply equally to Airbnb accommodations.

As stated in the previous section, contact information must be exchanged. Students must receive written daily schedules, including a designated meeting time and location for each morning and evening. The buddy system must be implemented and enforced throughout the trip to ensure student safety and accountability. Please note: The University will not provide funding for any meals already included as part of a conference or event registration

II. RATIONALE

The outlined travel approval process is designed to ensure the safety, accountability, and responsible use of institutional resources for all student organization off-campus activities. Requiring the Travel Approval Addendum, in addition to the Event Proposal and Funding Request Form, allows the Office of Student Life to fully assess the scope, risk, and resource needs of each trip.

III. ENTITIES AFFECTED BY THIS POLICY

-Student Clubs and Orgs
-Academic Programs
-Student Programs
-Faculty and Staff who advise or oversee student-based programs
-Student travel sponsored by any university entity

IV. DEFINITIONS

V. POLICY PROCEDURES

All club and org travel that includes students from the campus community will need to be requested using the appropriate requests forms located within the clubs and orgs manual based on the mentioned policy. Once received by the Office of Student Life and/or designee the forms will be reviewed and the policy above followed

VI. DESSEMINATION PLAN

-Guide to Res Life
-Res Life Portal Page
-Student Clubs and Orgs Manual
-Employee Manual

VII. SANCTIONS

Failure to adhere to this policy will result in forfeiture of student travel for a specific club and/or organization.

VIII. RELATED DOCUMENTS

IX. SIGNATURE OF APPROVAL

University President: _____

Approval Date: _____