



Student Group Travel Policy

Policy Statement

Washington University in St. Louis seeks to promote safe travel to events and activities occurring beyond the boundaries of University property by registered student groups. As such, the travel policy applies to all cases where travel is organized and sponsored by a registered student group and the destination is outside a 50 mile radius from the university or includes an overnight stay.

Examples of activities and events that fall under this Policy include, but are not limited to: club sports trips, the activities of recognized student groups, Student Union-funded travel, and in situations where a student or registered student group officially represents the University, e.g., academic team competitions, conferences, and other programs.

Successful navigation of this policy by student groups will include required registration of all Travel Activities and implementation of all policy steps.

Purpose

While travel experiences offer valuable learning opportunities, they also present potential risks and safety concerns. This policy has been adopted to address these potential risks, increase safety, and set forth a consistent set of standards to be followed in connection with Washington University in St. Louis - sponsored activities and events involving student group travel.

Audience

All undergraduate student groups at Washington University in St. Louis.

Definitions

The following definitions apply for purposes of this policy:

- Travel Activity(ies): Washington University in St. Louis -sponsored activities and events involving student travel governed by this policy.
- Travel Coordinator: the representative of a recognized student group responsible for organizing the Travel Activity, obtaining approval for the Travel Activity, and coordinating students participating in the Travel Activity.
- Student Group: the Washington University in St. Louis student group that is (1) registered with Campus Life, (2) the Travel Coordinator represents, and (3) is responsible for maintaining documentation related to the Travel Activity.

- Per the Student Code of Conduct a student group is defined as any organization of two (2) or more Washington University students that is recognized by Student Union, Congress of the South 40, the Interfraternity Council, Women’s Panhellenic Association, the Graduate-Professional Council, or graduate student governments in any of the eight graduate-professional schools; or utilizes (or seeks to utilize) Campus space; or attempts to take action, of any kind, in a collective manner on Campus or at any officially arranged University activity.

Please note that this policy does not apply to Graduate student groups

Policy Implementation

Section 1: Applicable Forms

- [Travel Registration Form](#)
- [Travel Waiver/Student Driver Authorization](#)
- [Incident Report](#)

Section 2: Registration and Approval

- 2.1 Designate a Travel Coordinator
 - a. Student group member that will serve as the group representative for travel activity.
 - b. Attend one specialized training session offered monthly by Campus Life.
 - c. Submit Travel Registration on behalf of Student Group and all travelers.
- 2.2 Complete the Travel Registration Form
 - d. [Travel Registration form can be found on WUGO](#)
 - e. Must be submitted at least 20 business days (four weeks) before first day of proposed travel
 - f. Must Include
 - For **ALL** Travelers (Excel upload)
 - Name
 - Phone number
 - Email
 - Emergency contact
 - Indication of having a signed Travel Waiver/Student Driver Authorization in the academic year
 - For Student Group
 - Student group advisor contact information
 - Notice of whether or not the advisor is traveling with the group
 - Travel budget information
 - Specific Travel Plans
 - Travel destination
 - Modes of transportation
 - Lodging plans
 - Purpose of trip
 - Travel and stay itinerary
 - Including who will be driving and anticipated driving schedule

- Service Trips
 - [All trips that fit the definition](#) set forth by the Gephardt Institute for Civic and Community Engagement must follow all [procedures required for Service Trips](#).
 - International Travel
 - All Travel Activities with an international destination must comply with standards and procedures set by the International Travel Oversight Committee (ITOC). This committee's policy and registration should be adhered to in conjunction with the Campus Life Travel Policy.
 - [Information can be found here on the ITOC and policy requirements](#).
- 2.3 Travel Activity Approval Process
- g. Campus Life staff and other relevant campus partners will review the registration and communicate with the Travel Coordinator if additional information is needed. Please track the progress of your submission by logging into WUGO and accessing the "my submissions" section. Responding to campus partners requests will be necessary for approval.
 - h. You will be informed of the decision via WUGO message (which may go to WUSTL email dependent on personal notification settings) on the submission page.
 - i. At the time your Travel Registration form is approved you will be provided with a Campus Life on-call contact for your trip and their contact information. This staff member should be contacted with any issues that arise.
- 2.4 Finalize Travel Arrangements with Business Coordinator/Department Sponsor
- j. Travel Registration should be submitted before securing and making travel arrangements
 - k. If SU Recognized: Schedule Appointment with [SU Business Coordinator](#)
 - Book lodging and transportation
 - Receive University insurance information (covered under University insurance policy if all criteria for Student Group Travel met)
- 2.5 Report changes
- l. Changes can be made up to the day of travel and should be directly emailed to Campus Life on-call contact.
 - Changes in travel roster
 - Itinerary changes
 - Flight or mode of transportation changes
 - Cancellation of trip
 - Any additional relevant changes or additions
- 2.6 Post-Travel
- m. Report any incidents using Incident Report Form
 - n. Complete any paperwork for financial processes
- *ALL POST-TRAVEL FORMS SHOULD BE COMPLETED NO MORE THAN 48 HOURS AFTER RETURN TO CAMPUS***

Section 3: Acceptable Modes of Transportation and Lodging

3.1 Transportation – multiple modes are possible per trip

- a. Enterprise rental car
 - Must be 18 years of age or older to reserve a car. You must be 21 years old to request any vehicle over a full sized sedan.
 - If travel is greater than 500 miles one way, driving is not permitted.
 - Students must reserve and pay for a rental vehicle with a SU ProCard or PO. Students are not allowed to rent vehicles with their personal credit cards.
 - Rental of a 12-or 15-passenger van is not permitted.
- b. Air
- c. Bus
- d. Public Transportation
- e. Train
- f. Uber, Lyft, or taxi
- g. Personal Vehicle
 - Personal vehicles should only be driven if the trip is within a driving distance that only the vehicle owner would be required to drive per Section 4.1. If travel is greater than 500 miles one way, driving is not permitted.
 - If a student chooses to use a personal vehicle for a Washington University event or business, the student must be aware that there is **no coverage** for the student under Washington University's auto liability policy. Any injuries/damages to a third party, including their passengers, would only be covered by the student's personal auto liability policy. Students must maintain liability insurance on their vehicles which meets the minimum statutory requirement for their state of residency.
 - If an employee (professional staff) chooses to use a personal vehicle for university business, the personal auto liability policy covering the vehicle is primary. Employees must maintain liability insurance on their vehicles which meets the minimum statutory requirement for their state of residency. The university's auto policy may cover third party liability damages in excess of the coverage available under the employee's personal auto liability policy.

3.2 Lodging

- h. Hotel
- i. Air B&B
 - Air BnB is only allowed if the reservation is for private lodging (designated as Entire Home) and not a shared or common residential space.
 - Must Include address, contact information of host, and confirmation from host that host knows that college students will be staying in space.
- j. Family/private home
- k. Camping
- l. Rented Facility
- m. Other University or Campus Accommodations (hosted conferences or competitions)
- n. Coaches or advisors are allowed their own rooms and should not share rooms with students.
- o. The number of individuals housed in a room should be no more than the room is equipped to accommodate.

Section 4: Safety and Expectations When Driving

- 4.1 Restrictions on student driving times
 - a. Students may drive no more than four consecutive hours, and then must take a break from driving for at least 30 minutes
 - b. Students are not permitted to drive more than 10 hours per 24 hour period
 - c. No students may drive between hours of 12am and 4am
 - d. Another traveler must be awake with driver at all times
 - e. Use of alcohol or other controlled substances by any student, available to drive or not, during the travel is strictly prohibited
- 4.2 All students who drive must complete and submit a Student Driver Authorization Form (as a part of the travel waiver)
 - f. All drivers must have a valid United States driver's license, free of any suspension or revocation from the individual state of issuance. The driver must have at least one year of driving experience
 - g. Should not have had any major accidents within the last 12 months, no more than one moving violations within the last three years, and no citations for DUI/DWI or reckless driving
- 4.3 Damages to property or vehicles
 - h. Any payment for damages to or by vehicles not covered under University insurance is the sole responsibility of the student and will not be reimbursed by Washington University, Student Union, or any student groups
 - i. Students must report any accidents or damages to vehicles or property to Campus Life and the number on the back of the insurance card immediately **and** must complete an incident report upon return to campus
 - j. Students should take photos of any damages to rental vehicles before they are returned to the rental car facility
 - k. If the accident involves another moving vehicle or pedestrian, immediately call the police and file a report. Obtain the police information/report number
 - l. Students are expected to cooperate fully with the WU Insurance department and WU's insurance carrier following any accident
- 4.4 Moving, traffic, parking tickets and toll violations
 - m. The student driving the car at the time of the ticket, or renter of the car is responsible to pay any fines or fees associated with the ticket or unpaid tolls
 - n. Any payment for parking or traffic tickets or toll violations is the sole responsibility of the student and will not be reimbursed by Washington University, Student Union, or any student groups
 - o. Students must report any moving violations, traffic, or parking tickets to Campus Life immediately upon returning to campus **and** must complete an incident report.
- 4.5 Use of cell phones or other devices by the driver is not allowed
 - p. This includes talking on a cell phone using a Bluetooth device, using talk-to-text or similar technology, or using the phone for directions. A passenger should be responsible for navigation and any necessary device usage
 - q. **Each vehicle must have written/printed directions to the destination in the car at all times.**

Section 5: General Expectations for all travelers

- 5.1 Behavior should align with University Student Code of Conduct
 - a. Alcohol use by students under the age of 21 is strictly prohibited
 - b. Use of any recreational or other drugs besides those prescribed by a doctor is strictly prohibited
- 5.2 Unused airfare booked for student group travel should be transferred to other group members or used for student group business and not used for personal travel in the future
- 5.3 Students are expected to attend **all** scheduled activities when traveling with student groups
- 5.4 The sponsoring student group will be responsible for any damages to any transportation, lodging, or activity spaces or materials during the planned travel activity
- 5.5 When traveling with groups, students are considered ambassadors of Washington University and are responsible for following all rules and regulations in the University Student Code of Conduct.
- 5.6 No minors under the age of 18 may travel with student groups without parental permission forms. If you need parental consent forms please contact Peggy Hermes, Assistant Director for Student Involvement and Student Groups in Campus Life to obtain the forms.
- 5.7 If students miss class(es) for Student Group travel, those students are responsible for missed classes assignments and all communication with professors. Note that professors are not required to excuse absences for student group travel, but may do so at their discretion.

Section 6: Procedure in Case of Emergencies

- 6.1 Incident reporting
 - a. Car Accident
 - If medical attention is needed, make sure student gets medical attention as soon as possible. Dial 911.
 - Students must report any accidents or damages to vehicles or property to Campus Life and the number on the back of the insurance card immediately and must complete an incident report upon return to campus
 - Students should take photos of any damages to rental vehicle before they are returned to the rental car facility
 - If the accident involves another moving vehicle or pedestrian, call the police and file a report. Obtain the police information/report number
 - Students are expected to cooperate fully with the WU Insurance department and WU's insurance carrier following any accident
 - Any payment for damages to or by vehicles not covered under University insurance is the sole responsibility of the student and will not be reimbursed by Washington University, Student Union, or any student groups
 - b. Illness or Serious Injury
 - If medical attention is needed, make sure student gets medical attention as soon as possible. Dial 911.
 - Inform Campus Life contact and group advisor immediately **and** complete and submit Incident Report Form upon returning to campus if injury or illness is more than minor.

6.2 If there is another serious incident, contact Campus Life contact and group advisor immediately, **and** complete and submit an Incident Report Form upon group's return to campus. Such incident may include:

- c. Crimes committed by or against someone participating in the Travel Activity
- d. Recurring alcohol or drug abuse by one or more students
- e. Somebody participating in the Travel Activity goes missing
- f. Natural disasters affecting those participating in the Travel Activity
- g. Political unrest affecting those participating in the Travel Activity
- h. Any incident requiring emergency medical response or involvement of law enforcement
- i. Missed flights, busses, or other transportation problems
- j. Cancellation of or other serious problems with lodging
- k. Any incident involving significant violation of University policy
- l. Any incident that could require the use of significant University resources
- m. Any other crisis involving the immediate well-being of those participating in the Travel Activity

6.3 Campus Life on-call contact

- n. At the time your Travel Registration form is approved you will be provided with a Campus Life contact for your trip and their contact information. This staff member should be contacted with any issues that arise.

Section 7: Funding Student Group Travel

7.1 All Travel Activities should adhere to [SU financial policies and procedures](#). No payments or reimbursements will be processed for Travel Activities that are not registered or approved in WUGO prior to departure.

Compliance

For non-compliance of this policy the student group will be subject to sanctions at the discretion of Campus Life and the Office of Student Conduct and Community Standards.

Contacts

The following individuals can address questions regarding this Policy:

Peggy Hermes – <i>Assistant Director for Student Involvement and Student Groups – Campus Life</i>	314-935-3962	Peggy.dixon@wustl.edu
Sean Curtis – <i>Director of Sports Clubs – Recreation</i>	314 935-4708	scurtis@wustl.edu
Cynthia Bowdry – <i>Student Union Business Coordinator</i>	314-935-4043	cynthia.bowdry@wustl.edu
Katie Chandler – <i>Student Union Business Coordinator</i>	314-935-8217	katie.chandler@wustl.edu
Cathy Winter – <i>Student Union Business Coordinator</i>	314-935-7584	cathy.winter@wustl.edu

History

This policy was developed in the Fall and Spring semesters of 2017.