

## **Travel Policy for CASNR Undergraduate Student Organizations** **Approved May 11, 2009**

### **Introduction:**

Recognizing that student travel is an integral part of the learning experience, CASNR is committed to encouraging travel by student organizations, while caring about students' overall welfare. This document provides information on travel logistics and behavioral expectations for participating students, and outlines requirements governing such travel activity.

### **Scope:**

This policy applies to all undergraduate student travel in regard to activities of CASNR-affiliated recognized student organizations. The policy is supplemental to the University's General Travel Policy, which is the baseline policy governing student travel, including course-related travel, student employee travel, travel by student organizations, and students who are traveling on behalf of the University. Information on use of departmental funds to pay for student trip expenses and other student travel matters can be found at: <http://travel.unl.edu/policies/travel-involving-students>. Students participating in study abroad programs must comply with the policies and requirements of the Office of International Affairs with respect to their travel.

### **Requirements:**

1. Students must be accompanied on their travel by an advisor who is at least 21 years of age and approved to serve in this capacity by the unit administrator prior to departure.
2. File required travel forms.  
The organization must complete and file a travel insurance form in advance of any travel. Submit the completed insurance form to the Office of Student Involvement.

#### Travel Insurance Form

Travel insurance is required for all participating students. The cost is 25 cents/student/day. The insurance form can be found at: <http://travel.unl.edu/policies/travel-involving-students>.

3. Submit forms

Copies of the completed travel insurance forms must be provided to the sponsoring department office(s) and CASNR Dean's Office before departure. When traveling without a faculty advisor, a copy should also be provided to the faculty advisor(s).

It is recommended that a travel itinerary form and information release forms also be completed and included with the travel insurance form. Copies of the travel itinerary form and information release form are attached.

#### Travel Itinerary Form.

The travel itinerary form describes the purpose of the trip and provides essential contact information, such as travel dates, destinations, and persons traveling, to be used in cases of emergency.

#### Information Release Form.

The information release form authorizes the sponsoring department and/or CASNR Dean's Office to release trip-related information to contacts designated on the form.

4. Additional information

- **Student eligibility:** Students must be in good academic standing with no outstanding financial obligations to the University to be eligible to participate. The student organization's faculty advisor can obtain this information.

- Student conduct: Students must abide by the University of Nebraska-Lincoln Student Code of Conduct as described in the undergraduate student bulletin <http://stuafs.unl.edu/DeanofStudents/Student%20Code%20of%20Conduct%20May%20Rev%202014%20a.pdf>
- Renting a University Vehicle: If the travel involves renting a vehicle from the University, policies and procedures can be found at: <http://transportation.unl.edu/policies/rental-vehicles> The form for renting a vehicle is <https://scsapps.unl.edu/MPERequest/RentalRequest.aspx>

### **Student travel supported with CASNR funds.**

Student clubs and organizations receiving travel funds from CASNR must satisfy the following additional requirements:

1. Submit a travel itinerary form and information release forms.

A travel itinerary form and information release forms must be completed and filed with the sponsoring department office(s) and CASNR Dean's Office at least one week before departure.

Complete contact information for the approved travel advisor must be provided on the travel itinerary form. The travel advisor will be directly responsible for supervising students and their activities.

2. Submit a summary of student learning outcomes

A brief summary (200 words) of the trip, including its purpose and the learning outcomes that resulted from the travel experience must be submitted to the CASNR Dean's Office within 2 weeks of returning to campus.

## Travel Itinerary Form

Date Submitted: \_\_\_\_\_

Student Organization:

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Purpose of Travel: \_\_\_\_\_

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Destination(s): \_\_\_\_\_

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Travel Dates: Departing: \_\_\_\_\_ Returning \_\_\_\_\_

Number of Students Traveling: \_\_\_\_\_

Advisor Traveling with Group:

Name: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Office/Local Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Chair or Department Head

Detailed Itinerary

*Arrival Date*

*Location*

*Lodging Information (Name, Phone number)*

## Permission to release travel information

The University may provide the information on the associated Travel Itinerary Form to the persons indicated below for any reason, including emergencies:

Parent(s) or Spouse:

Other Contact:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
Phone Numbers(s)

Signed: \_\_\_\_\_  
Student Traveler

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Parent or Guardian,  
for students under 19 years of age

Date: \_\_\_\_\_

A signed release will be retained for one year from the date below and considered as valid for all travel the student participates in during that time.