

# CSU-PUEBLO POLICY: UNIVERSITY-SPONSORED STUDENT DOMESTIC TRAVEL

Policy Title: University Sponsored Student Domestic Travel

Category: Student Affairs

Owner: Vice President for Enrollment Management, Communication and Student Affairs

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Contact:

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## PURPOSE OF THIS POLICY

This policy establishes guidelines for student travel programs to ensure adequate University oversight, quality and consistency, and the ability of the University to communicate and respond appropriately in the event of a problem or emergency.

## APPLICATION OF THIS POLICY

The Policy applies to all student, staff or faculty who are authorized to represent organizations and/or programs traveling domestically.

## EXEMPTIONS FROM THIS POLICY

This policy does not apply to study abroad programs made available by the Center for International Programs, student academic internships/externships, and student travel managed by the Athletic Department.

## **DEFINITIONS USED IN THIS POLICY**

1. *Coordinating Administrator* is the person assigned by the Sponsoring Department to be responsible for planning and overseeing the Travel Program. This includes the department support staff, instructors, faculty, professional staff and advisors. A Responsible Administrator may be a Coordinating Administrator.
2. *Domestic Travel* is any travel within the United States and its territories.
3. *Responsible Administrator* is the senior staff person responsible for the Sponsoring Department.
4. *Sponsoring Department* is the department or unit within the Office of the Provost or the Division of Enrollment Management, Communication and Student Affairs that is organizing, administering, and/or financially supporting the Travel Program.
5. *Travel Program* is defined as all travel for Academic and Student Affairs programs, all approved University sponsored student travel, and extracurricular student group travel, which utilize funding from or are representing CSU-Pueblo.
6. *Trip Leader* is any University employee – whether faculty or staff – or a student leader who is responsible for preparing the student group before the trip and accompanying the group on the trip. Student leaders affiliated with the University may serve in this role if approved in advance by the Responsible Administrator. The Coordinating Administrator may be a Trip Leader.

## **POLICY STATEMENT**

In recognition of the many educational benefits of travel, Colorado State University-Pueblo regularly supports a variety of academic and extracurricular travel programs for groups of students that are organized by administrative units and student organizations. CSU-Pueblo is committed to providing a quality educational experience for all students while working to provide the safest environment for students. It is important to have travel pre-approved and consistent with all CSU System Fiscal Rules, and University policies. CSU-Pueblo recognizes that parents and family members of students may have a need to be informed of a student's whereabouts and wellbeing. The appropriate university personnel will be informed of student travel plans, provide for monitoring of these plans and communicate with families and the community when appropriate and in compliance with law.

## **POLICY PROVISIONS:**

### **General Guidelines**

All travel either for representing the University or that the University sponsors must be approved by the Sponsoring Department in advance of the trip and before making any financial

commitments. Prior travel approval ensures that the Sponsoring Department approves of the activity; funds are available for reimbursement of expenses when applicable; travel is allowable with the funding source; and any staff, faculty, or organization advisor with benefits is covered under workman's compensation insurance when applicable. In addition, approved actions while on official travel are actions by a University representative; without approval, the same actions could be considered as those by a private individual for which the traveler could be personally liable.

Each Travel Program must be organized and overseen by a Coordinating Administrator. The Coordinating Administrator must have the trip approved by the applicable Responsible Administrator prior to notifying any students about the availability of a Travel Program. The Coordinating Administrator, in conjunction with the Sponsoring Department, is responsible for managing all financial arrangements and obligations for each Travel Program as well as for ensuring that any fundraising for the program complies with applicable University procedures.

Each Travel Program must have a Coordinating Administrator and a Trip Leader approved by the Responsible Administrator. The Sponsoring Department will utilize best practices for their industry to guide trip leaders to student ratios. The Responsible Administrator must approve the number of Trip Leaders in advance of the trip. Students standing will be vetted through the Office of Student Conduct and Case Management prior to participation in a Travel Program. Coordinating Administrators will submit a list of students participating in the Travel Program to the Office of Student Conduct for review prior to accepting any funds from a student for travel or no less than one week in advance of the planned trip. The Responsible Administrator will determine student eligibility based on information provided.

## **Expectations of the Responsible Administrator**

Each Responsible Administrator is responsible for ensuring compliance with this Policy within their department and approving all Travel Programs that are sponsored, managed, or conducted under the auspices of that department. The Responsible Administrator must also ensure that the following occurs:

- A list of students' names and emergency contact information is collected and kept with the Trip Leaders for the duration of the trip.
- A copy of these documents are provided to the Coordinating Administrator and a copy maintained with the Responsible Administrator in the event that the on-location documents are inaccessible. A copy of the roster, itinerary, and emergency plan will also be kept with the Parking and Safety Manager and the Office of Student Affairs.
- Trip leaders must carry emergency phone numbers to reach the University. The Responsible Administrator, acting under the guidance of policies and procedures of the Sponsoring Department, may establish restrictions, or an absolute prohibition, concerning alcohol consumption during the trip. Students on a trip are still under the jurisdiction of the Student Code of Conduct.

## **Expectations of the Coordinating Administrator**

When developing the Travel Program, Coordinating Administrators must consider the complications that could arise and develop contingency plans in advance. Examples include: a student needs to leave early because of a personal emergency; a student violates established rules, including the Student Code of Conduct; weather or transportation causing delays or cancellations.

## **Expectations of the Trip Leaders**

Trip Leaders, in conjunction with the Coordinating Administrator, must host an orientation to establish expectations, develop skills, and clarify rules to students for the Travel Program.

Trip Leaders are to stay in close proximity and be readily available to student participants. In the case of home stays, or an accommodation in a local residence, Trip Leaders and students are to stay in the same community.

Trip Leaders, together with the Sponsoring Department, must establish and communicate to the student participants the expectations regarding independent student activities during any free time on the trip. Expectations of “official” and “personal time” will be designated prior to the trip. Students must follow the Trip Leaders’ instructions regarding independent activities.

The Trip Leader must report to the Director of Student Conduct & Case Management (or their designee) any student conduct matter or other student behavioral concern that arises on a trip. All other conduct issues must be reported to the Director of Student Conduct & Case Management within 24 hours of the issue occurrence using the University Incident Reporting form. [University Incident Reporting Form](#)

## **Expectations of Students**

Any and all students who travel with the University’s approval must comply with the laws of the State of Colorado (or any state in which the Travel Program occurs), the United States, and the policies, rules and regulations of the University. This includes violations of community standards as outlined in the Student Code of Conduct and other applicable policies. Students must assume primary responsibility for their own safety and well-being while behaving in a way that is socially acceptable, respectful of the rights of others, and must remove themselves from any behaviors that obstruct the work or mission of the University. Non-compliance with any University policy, federal, state or local law, or other applicable rules may be subject to any disciplinary or administrative actions.

No student is permitted to leave the group during scheduled activity and or class sessions, and no student will be left behind during a trip unless a safety issue arises in which the well-being of the group is paramount to those of the individual circumstances require, or a safety issue for the student. In the event that illness detains a student, arrangements will be made to leave an appropriate supervisor or designee with the student until they are transferred to definitive care or appropriate care giver.

Students involved in University-sanctioned travel, whether supervised or unsupervised, are required to:

1. Abide by federal, state and local laws as well as the policies and procedures of the CSU-Pueblo including the Student Code of Conduct and directions from Trip Leaders.
2. Respect the rights of others and to refrain from any conduct which can or is intended to obstruct the mission of the University or lead to the endangerment of any person.
3. Attend all scheduled events and activities. Permission to leave the group must be received from the Coordinating Administrator or designated Trip Leaders once all scheduled events and activities have concluded.
4. Arrive on time at all scheduled activities and events as indicated by school representatives and/or distributed itinerary.
5. Be responsible for all expenses they personally incur beyond what is authorized by the University.
6. Be financially responsible for any damages' or loss to personal property that result from their misuse of such property i. e. damages to hotel rooms, theft of hotel linen, etc.
7. Follow lodging policies including, but not limited to, the number of guests per room. Students in a relationship and students of different sex or gender may not share a room on organized University sponsored trips.
8. Follow the guidelines set by the Alcohol and Other Drugs Policy. A student who violates these general standards of conduct may be subject to administrative actions, disciplinary sanctions, and/or legal action.
9. Carry state-issued identification and medical insurance cards.
10. Know how to contact the University from the site.

Any incident of misconduct may result in the dismissal of the student participant from the Travel Program. Failure to attend meetings prior to travel as required can be grounds for dismissal of the Travel Program. The possession or use of controlled substances by any trip participant will be grounds for immediate dismissal from the Travel Program. Any student removed from a Travel Program will be required to return to Pueblo at his or her own expense per the method determined by the Sponsoring Program.

## **APPROVALS**

COLORADO STATE UNIVERSITY-PUEBLO

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Timothy Mottet  
President

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Date