

Student Organization Travel Checklist

Travel Requests for the 2023-2024 Academic Year must be submitted to The Office of Student Engagement via the online E-Form: <https://etcentral.monmouth.edu/#/form/265>

If your organization plans to use your SGA granted budget, fundraised money in a University account, or received special Travel Funding from SGA for a travel program, please review the following Travel Checklist. Review the "Information for All" section, and then review the section(s) that pertains to the type of trip you are planning. Please note, there is also a section on advisor responsibilities when assisting a group with a trip.

CLUB INFORMATION

Today's Date: _____
Club Name: _____
Club President: _____
Contact Phone Number: _____
Advisor: _____
Destination: _____
Date(s) of Travel: _____

INFORMATION FOR ALL

- If your trip is out of the country, please realize that additional documentation will be needed such as enrollment in travel accident insurance and travel ID cards.
- First, obtain approval for your travel from the Director of Student Life Logistics and Student Center Operations. It is recommended that this be done a minimum of 45 days prior to the planned date of travel.
- The Office of Student Engagement will inform you if an Assumption of Risk form is required for each attendee. Either The Office of Student Engagement or the Advisor must retain the Assumption of Risk Form for seven years from the date of the activity. (Originals are not required to be retained as long as Advisor retains a scanned pdf signed copy in a permanent shared drive or other document retention database.)
- Determine your mode of transportation. It is preferred that groups utilize public transportation or a rented bus/vehicle with a professional driver. In the absence of a professional driver, the club/organization advisor must be approved by the Office of Compliance to drive the rented vehicle. The advisor must provide a copy of their driver's license to the Director of Compliance/Risk Manager mwunsch@monmouth.edu and a Motor Vehicle Record must be conducted before the advisor is allowed to drive. It is recommended that this be done several weeks in advance.
- The registration of attendees/payments for the trip must be done through the advisor, departmental office or the Office of Student Engagement unless otherwise approved by the Office of Student Engagement. For timely processing, it is recommended this occurs a minimum of 45 days prior to trip for conferences/competitions and at least 30 days for other trips.
- For each participant, their registration must include:

- Name and student ID number of the person attending.
 - Local phone number and/or cell phone number.
 - An emergency contact name and phone number to notify in the event something happened to the person attending the trip.
 - If a guest is allowed, their registration must include their name, who they are the guest of, cell phone number and emergency contact name and phone number to notify in the event something happened to the person attending the trip.
- Each participant must receive a copy of an itinerary for the trip at the time of sign up
- This information must include date(s) of the trip, what the destination is and if there will be any additional stops, time leaving Monmouth University, approximate time of leaving destination to return to Monmouth University, mode of transportation, hotel name/address/phone number (if applicable), and notification of any nonrefundable deposits and fees if the trip is cancelled.
- The emergency contact information must be typed in alphabetical order along with the travel itinerary (the format will be provided by the Office of Student Engagement) and submitted to the Office of Student Engagement activities@monmouth.edu, Monmouth University Police Department at cortiz@monmouth.edu and dvolpe@monmouth.edu, Office of Compliance mwunsch@monmouth.edu. This must be completed and any updates must be submitted before the trip embarks.
- Additional requirements are based on the nature of the trip and will be discussed at your meeting with the Office of Student Engagement.

APPROVED CONFERENCES OR NON-SPORT COMPETITIONS (such as debate tournaments, Model UN, etc.)

- The registration of attendees/payments for the trip must be done through the advisor, departmental office or the Office of Student Engagement unless otherwise approved by the Office of Student Engagement. For timely processing, it is recommended this occurs a minimum of 45 days prior to trip for conferences/competitions and at least 30 days for other trips.
- Payment for hotels and/or airfare should be discussed with the Office of Student Engagement at your initial meeting.
- The responsible entity for registering attendees must collect the assumption of risk forms, payments, maintain accurate records of those payments, deposit those funds into the organization's account, and provide attendees with a trip itinerary.
- The University and Student Government Association limits the reimbursement for food during conferences/trips. Please ask the Director of Student Life Logistics and Student Center Operations about current limitations for conference needs. No alcohol may be purchased. Only original **itemized** receipts will be reimbursed if meal reimbursements are approved.

APPROVED TRIPS with simple modes of transportation such as bus, van, public transportation to museums, amusement parks, plays, and other non-conference activities

- The responsible parties for the trip are to check to make sure that the attendee is leaving and returning as planned (e.g., on the bus/van). If the person is not leaving and returning as planned (e.g., on the bus/van), this should be noted in writing and the student must have a signed Assumption of Risk Form on file for the trip.*

- *The collected information should be emailed to the Monmouth University Police Department at cortiz@monmouth.edu and dvolpe@monmouth.edu no later than two (2) hours prior to departure.*
- *This information is to also be submitted to the Office of Student Engagement activities@monmouth.edu and the Office of Compliance mwunsch@monmouth.edu.*

- Trips must have at least one (1) advisor per bus or van (unless permission is granted from the Office of the Vice President for Student Life or his/her designee). Additional advisors may be required based on the nature of the trip and the number of attendees. The number of advisors required will be determined by the Office of the Vice President for Student Life or his/her designee.

- Students may take one (1) guest per trip unless the organization, Student Government Association, or the Office of Student Engagement limits the trip to Monmouth University students only. The student is responsible for his or her guest. Guests must provide all of the information needed for registration and sign any applicable waiver/release and Assumption of Risk Form. Guests will not receive the student discount.

INFORMATION FOR STUDENTS DRIVING THEMSELVES WITH PERMISSION

- An Assumption of Risk Form shall be signed by all students and guests when non-professional drivers are utilized.
- Students should never be required to take another student in their vehicle. Students who voluntarily take another student in their own vehicle or who is a passenger in another vehicle must sign an Assumption of Risk Form understanding they are transporting voluntarily and at their own risk. Students must be advised that Monmouth University does not provide insurance coverage and if there is a loss or damage, the driver's insurance would cover the loss.

IN CASES WHERE A CAR OR VAN IS RENTED FOR ALL

- When the advisor is driving the rented vehicle, the advisor must provide a copy of their driver's license to the Director of Compliance/Risk Manager mwunsch@monmouth.edu and a Motor Vehicle Record must be conducted before the advisor is allowed to drive. It is recommended that this be done several weeks in advance.
- Monmouth University has a rental agreement with Enterprise Rent-A-Car offering discounted pricing, unlimited miles, full collision coverage, liability coverage, free pick-up/delivery service. If Enterprise Rent-A-Car is unavailable due to the date(s) of your trip or unavailability of vehicle(s) needed, you may choose a different company but you must first seek approval from the Office of Student Engagement. If Enterprise Rent-A-Car is not used, insurance offered by the rental car company must be purchased and the vehicle rental

agreement must be reviewed by the Office of General Counsel and the Director of Compliance and Risk Management. The vehicle rental agreement must be signed by the Vice President for Student Life.

- An Assumption of Risk Form shall be signed by all passengers when non-professional drivers are utilized, including when an Advisor is driving a rented vehicle.
- The rental costs associated with the rental must be paid for by the student organization.

ADVISOR'S RESPONSIBILITIES ON THE TRIP INCLUDE

- Assisting the student organization in acquiring the proper transportation, if necessary.
- Confirming and verifying that the student responsible for coordinating the trip has made proper arrangements for payment with the destination and bus/van/car rental companies.
- Assuring that Monmouth University's Assumption of Risk Forms have been completed and turned into the Office of Student Engagement (if applicable). Either The Office of Student Engagement or the Advisor must retain the Assumption of Risk Form for seven years from the date of the activity. (Originals are not required to be retained as long as Advisor retains a scanned pdf signed copy in a permanent shared drive or other document retention database.)
- Sending a copy of the trip roster of attendees, emergency contact information and a trip itinerary to the Monmouth University Police Department cortiz@monmouth.edu and the Office of Student Engagement at activities@monmouth.edu, the Office of Compliance mwunsch@monmouth.edu, and assuring that the copy has been sent.
- Assuring that the student in charge has verified that all people are on the bus/van/car before leaving Monmouth University and that everyone has gotten back on the bus/van/car to return at the appropriate time, unless otherwise noted.
- Acting as a Monmouth University representative and liaison between the student organization, destination, rental company and Monmouth University if a problem arises on the trip.
- Handling emergency situations should they arise.
- Keeping the phone number of the rental company, Office of Student Engagement (732) 571-3586, and the Monmouth University Police Department (732) 571-4444 as a reference in case of problems on the trip.
- If there are any changes to the trip prior to departure, sending an email with an updated list of attendees and any other changes to the trip to the Office of Student Engagement activities@monmouth.edu, Monmouth University Police Department at cortiz@monmouth.edu and Office of Compliance mwunsch@monmouth.edu.
- Any Clery reportable crime/incident that occurs must be reported to the Monmouth University Police Department (732) 571-4444, fax (732) 263-5157 or cortiz@monmouth.edu and Monmouth University's Clery Compliance Officer, Amy Arlequin, at aarlequi@monmouth.edu or (732) 571-7577.
- Any conduct in violation of Title IX and/or Monmouth University's Sexual Misconduct policy must be reported to the University's Title IX Coordinator, Nina Anderson, at

nanderso@monmouth.edu or (732) 571-7577. This includes, but is not limited to: sexual assault, dating violence, domestic violence, and stalking.