To assure that events or activities involving student travel are consistent with the mission of the University of Missouri – Kansas City (UMKC) and that student safety issues have been addressed, UMKC sponsored student travel must be reviewed and approved in advance by an advisor and then by an appropriate administrator or his or her designee. The appropriate administrator will assure that the proposed travel conforms to the UMKC travel guidelines. The following rules apply to the travel of currently enrolled UMKC undergraduate, graduate, and professional students attending activities or events sponsored by UMKC which occur beyond the boundaries of UMKC.

When student organizations travel they are representatives of the University of Missouri – Kansas City. All student organization travel is governed by the rules and regulations of UMKC. The following information is designed to help organizations and its members understand the policies, procedures, and responsibilities as they plan to travel. Please refer to this packet for timelines, responsibilities, and more details for planning a trip. If policies and procedures are not followed, travel requests may be denied.

Travel to University-sponsored activities should be limited to UMKC students, faculty and/or staff unless authorized by the appropriate administrator who may permit other students, faculty or staff in the University of Missouri System or students from local institutions of higher education to participate.

All travelers are responsible for their own behavior and any resulting consequences. UMKC is not liable for any loss, damage, injury, or other consequences resulting from a participant’s failure to comply with University rules and regulations, the direction of University employees, or applicable local, state, and federal laws. All travelers are subject to the provisions governing the behavior of representatives of UMKC and may be subject to the supervision of the advisor from UMKC participating in the travel. Non-UMKC students permitted to participate in the UMKC-sponsored travel must sign a statement acknowledging the above which also includes the signature of their organizations advisor or the Director of the Office of Student Involvement.
Travel Policies

- All UMKC sponsored travel must be approved by a faculty or organization advisor. When students are traveling on their own for the purpose of a recognized organization or University funds are being used to support the activity, then each member must meet with the appropriate administrator in the Office of Student Involvement (OSI) or designee for a pre-trip meeting.
- The hotel(s) for all UMKC sponsored travel must be the designated conference/event hotel, or designated alternate hotel by the conference/event planning committee.
- Except with the permission of the appropriate administrator, non-UMKC affiliated individuals including friends and family of UMKC student, faculty, and staff members are not eligible to participate in University travel.
- Traveler(s) understands that he or she will only be compensated up to the University’s per diem rate for meals, and will be reimbursed only if the student organization has adequate funds in their account to cover their expenses. Traveler(s) will not be reimbursed for travel arrangements, as these are completed with the appropriate OSI administrator in advance.
- The University does not provide medical insurance for any students’ participation on the trip. All travelers are responsible for any medical costs they incur during and/or as a result of the trip.
- All drivers operating automotive vehicles paid for by the University funds must be 21 years of age or older, have a valid driver’s license and proof of insurance. Copies of this information will be kept in OSI for record. UMKC prohibits departments or employees from renting 15 passenger vans.
- The University strongly discourages the use of personal vehicles for student travel. Personal vehicles should only be used on a voluntary basis. The owners/drives must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk (See Privately-Owned vehicle waiver below). UMKC does not accept liability for any damage, loss, or injury resulting from the use of a private vehicle. Students will be required to sign the following waiver stating that they understand they are riding at their own risk. The appropriate administrator must still approve the use of personal vehicles for travel involving University funds.
- The sponsoring University department should be prepared to arrange for transportation by official University vehicle(s), rental vehicle(s), chartered services, or if necessary personal vehicles.
  - University vehicles: Vehicles owned and operated by UMKC. Only University employees can drive these vehicles.
- Any trip taken that fails to follow these travel guidelines or results in other violations of UMKC policy may result in individual and/or student organization discipline under the UMKC Conduct Code, and as outlined in the Office of Student Involvement Student Org Reference Guide.
Behaviors and Expectations for Overnight Travel

As a student is about to engage in a travel on behalf of a student organization at UMKC, and sponsored by the Office of Student Involvement, it is important that you abide by certain guidelines that relate to safety, liability, and general conduct. While on any student organization activity, you are representing not only yourself and your organization, but the University of Missouri – Kansas City and the University of Missouri System. All UMKC policies, the Student Code of Conduct, and local, state, and national laws are to be followed as a participant of this UMKC trip.

If any of the below rules are broken while on this trip, disciplinary action may result. This includes, but is not limited to, being sent home at the student’s expense before the trip ends or being prohibited from traveling on future UMKC trips. Additional consequences of not following these rules and procedures will result in disciplinary action as deemed appropriate by the Assistant Dean of Students.

A student representative must complete and sign this form for the traveler(s) to participate in this trip.

1. **Drugs and Alcohol:** No student may illegally consume alcoholic beverages while on a sponsored University of Missouri – Kansas City trip.
   a. UMKC is committed to maintaining a healthy and safe academic community that reflects high standards of personal responsibility and behavior. Use of illegal drugs and underage consumption of alcohol are prohibited at student organization sponsored activities, on or off campus.

2. **Lodging:**
   a. Advisors and students may not share the same room/sleeping quarters
   b. Students will be financially liable for any room charges (phone calls, room service, pay-per-view, etc.) and any applicable damage charged to rooms to which they were assigned.

3. **Conduct:** Student organization members are expected to conduct themselves as representatives of UMKC. Violation of, or non-compliance with UMKC policies, campus regulations, or standards of conduct while on your trip may result in loss of traveling privileges.
   a. Students are expected to actively participate in all events, pre-planned tours, activities, etc. as designated in the pre-trip meetings.

4. **Transportation:** If Student Activity Fee (SAF) funds are used for transportation, all students will leave from UMKC and return to UMKC via the same mode of transportation, unless pre-approved by the Office of Student Involvement. All students must return with 24 hours from the completion of the conference/event.
# Travel Checklist

| 3 Months out from Departure Date: | - Determine due date of early-bird conference registration/admission fees.  
- Determine trip destination and dates.  
- Decide budget for cost estimating for all reservations, rentals, meals, etc.  
  - (do you need to request additional funds from primary/secondary council or the Student Activity Fee Committee (SAFC)?)  
- Decide number of students who are able to participate  
- Decide transportation method (rental vehicle, charter bus, train, airplane, etc.)  
  - Schedule a meeting with your advisor to discuss the trip and gain approval.  
  - Once the trip is approved, start informing student organization members of trip date so they can make appropriate arrangements and adjust schedules.  
- Review budget/cost information and determine if student organization will need to provide outside funds for MoCode travel cost overages. |
| --- | --- |
| 2 Months out | - Determine final budget amounts with approval from your advisor.  
- Once trip is approved, put in a request for all travel arrangements with the Office of Student Involvement (OSI)  
***DO NOT MAKE TRAVEL ARRANGEMENTS ON YOUR OWN***  
- Fill out the Travel Request Form via [http://bit.ly/OSITravel](http://bit.ly/OSITravel) (or go to Campus Links on the RooGroups homepage)  
- Determine names of students who will travel (information needed for travel form)  
- For flights - we must have exact spelling of legal name, birthdate, cell-phone, and gender for all individuals traveling.  
  - Copies of driver’s license and insurance cards of everyone driving will be required for this form.  
  - All information/questions/confirmations will be communicated through the Travel Request Form on RooGroups.  
  - To review submission/status on RooGroups  
  - Log-in>go to My Submissions (top bar) and click Forms tab. |
| Three – Four weeks out from Departure Date: | - Hold a pre-trip meeting with your travel advisor and other traveler(s) to gather required information from the individuals traveling.  
  - (i.e. Contact information, Hold Harmless form, Travel Roster Form, etc.) |
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<tr>
<th>Time Frame</th>
<th>Tasks</th>
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<td>During this meeting, travel organizer and advisor will need to inform members verbally and in writing of all policies, rules, itinerary, risks involved, discipline actions and regulations governing the trip.</td>
<td>○ Review this Travel Information Packet for all policies/procedures and begin gathering necessary information. ● Schedule your travel meeting with the Coordinator for Student Organizations or designee (meet 15 business days out or sooner, before departure). ○ This meeting is mandatory. At this meeting all travel arrangements will be reviewed, all paperwork will be due, and behavior’s expectations will be reviewed.</td>
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<td>15 Business Days out (or sooner) from Departure Date:</td>
<td>● Meet with the Coordinator for Student Organizations or designee to review Travel Packet, behaviors/expectations, and travel arrangements. ○ Submit completed Travel Packet (including all signatures, Hold Harmless agreement, Travel Roster, etc.)</td>
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<td>One Week out from Departure Date:</td>
<td>● Hold a pre-travel group meeting ○ Review conference agenda and trip itinerary ○ Explain travel rules &amp; go over forms submitted ○ Set plans for meeting time and departure time ○ Review packing list and attire for trip</td>
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<td>One day or Day of trip:</td>
<td>● Pick up rental vehicle (if applicable) ● Do a roll call to ensure that all members who should be traveling are present. ● Double check the travel folder to make sure that travel information is readily accessible. ● Double check maps, alternate routes, and road conditions. ● Drive safely at or under the speed limit.</td>
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<td>Within 14 days after the trip</td>
<td>● Individuals submit reimbursement requests within 14 days via <a href="http://bit.ly/OSIreimb">http://bit.ly/OSIreimb</a> (or go to Campus Links on the RooGroups homepage) ● Submit travel overage funds to the UMKC Cashier’s Office.</td>
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Rental Vehicle Information (Passenger)
The cost of renting vehicles vary on a per day/week basis for all vehicles. The largest passenger vehicle that can be rented for sanctioned UMKC student organization travel is a 10 - Passenger Van.

- No driver younger than 21 will be allowed to drive a rental vehicle.
- Smoking is not permitted in the vehicles.
- Alcoholic beverages or illegal drugs will not be carried, consumed, or used inside the vehicles.
- The vehicles are only to be used for lawful purposes and official University business.
- The rented vehicles are covered by the University’s insurance policy.
- The insurance card, registration and roadside assistance information for the vehicles must remain in the vehicles at all times.
- The driver may not use a cell phone and/or operate any other communication device while driving (unless for emergency situations).
- Luggage may not be stored on the roof of the vehicle.
- Luggage may not be stacked higher than the top of the seatbacks.
- Driving after 12:00 midnight is discouraged; driving 1:00am through 5:00am is prohibited.
- For long distance trips, drivers should rotate every two (2) hours.
  - We recommend a maximum driving shift of two hours, with no driver taking more than three shifts. The maximum driving day with three drivers should not exceed 18 hours.

Automobile Liability

- The self-funded Automobile Liability Program provides coverage for bodily injury or property damage liability arising out of the operation of use of university-owned or operated vehicles.
- All university officers, agents, employees, authorized volunteers and authorized students are covered under this program.
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- All university officers, agents, employees, authorized volunteers and authorized students are covered under this program.
- If you drive a university vehicle, download your own innovative wallet card to print and take with you (print with the double sided option).
Pick Up/Drop off of Rental Vehicle
- The vehicle’s key packet should be picked-up at the Office of Student Involvement during regular business hours.
- The vehicle is located on the 5th floor of the Cherry Street Parking Garage.
- The vehicle’s gas tank does not have to be returned full.
- The vehicle key packet should be returned to the Office of Student Involvement immediately following the completion of travel.
- If the vehicle is returned when the OSI office is closed, keys should be returned to the Student Union front desk (unless prior arrangements are made).

Accidents/Traffic Violations
- All drivers must abide by all applicable traffic laws when operating the vehicles.
  - Traffic violations are the sole responsibility of the driver(s).
- The driver is responsible for reporting any accident.
- In the case of an accident, irrespective of cause, severity, or fault, the driver will contact the appropriate law enforcement agency as soon as possible.
- The driver will report the accident by first filling out the University of Missouri Incident Report provided in the vehicle key packet, and then contacting the Office of Student Involvement (also provided in the vehicle key packet)
- If the vehicle is not drivable, the driver should work with the Office of Student Involvement to rent another vehicle to return all travelers safely to campus or destination (whichever is closer).

Rental Vehicle Information (Cargo)
Rules regarding large cargo vehicles include but is not limited to all above and below information for passenger vehicles.
- **Limit capacity to 10 people.** The NHSTA report noted that vans with more than 10 people had a higher rollover rate.
- **Vehicle operators should assure that all their passengers are wearing their seat belts.** The NHTSA indicates that you can reduce your chance of being killed in a rollover by about 75% just by wearing a seat belt.
- **Limit Speed to 65 MPH on all passenger vans (slower during various conditions).** In most of the van accidents reported, speed was a contributing factor.
- **There should be no roof racks or trailer hitches on the vehicles.** Luggage and gear should be stored in the vehicle (with a limit of ten passengers, there will be
more storage area. However, the rear window should not be blocked by luggage. These vehicles should not be used to tow trailers.

**Additional Insurance Purchases**

Car rental companies offer collision damage waiver, also known as optional vehicle protection or loss damage waiver (CDW/LDW) and liability or supplemental liability coverage (SLP/SLI), along with other coverage types.

The University policy requires that CDW/LDW coverage be purchased under the following circumstances:

- Passenger vans with seating capacities greater than 8
- Trucks or other similar vehicles rented for the primary purpose of transporting any type of cargo or property
- Sports or utility vehicles to be used off of maintained roads
Reimbursement to Student Organization Agreement Form

I, ___________________________, understand that the Office of Student Involvement will be paying for all travel logistics in advance of the trip. Should I become unable to attend, I agree to notify my Travel Advisor and the trip organizer as soon as possible. If a substitution* can be made, my responsibility for the fee may be reduced or eliminated. In the event that a replacement cannot be found, or if the allotted and approved budget was exceeded, I agree to reimburse the Office of Student Involvement the full exceeded amount that was paid on my behalf. Failure to pay the UMKC Cashiers Office as agreed will result in a cashiers hold on my student account, prohibiting registration, release of grades, etc. until the University of Missouri – Kansas City has received full reimbursement.

Total Amount Allocated $______________________________

Total Amount of Travel Expense(s) $______________________________

Difference to be Reimbursed $______________________________

Student ID # __________________________

Date ___________ Student Name (Printed) __________________________

Student Name (Signature) __________________________

Date ___________ OSI Representative Name (Printed) __________________________

OSI Representative Name (Signature) __________________________

*Airline payments cannot be substituted, and must be reimbursed for the entire amount.
Privately-Owned Vehicle Waiver

*Students will be required to sign [a] the following waiver stating that they understand they are riding at their own risk. The appropriate administrator must still approve the use of personal vehicles for travel involving University funds.*

We, the undersigned individuals, have each chosen of our own free will to provide our own transportation to and from ___________________________ (destination) on _____________________ (dates). We understand that we are individually responsible for all aspects of this transportation, including personal injury or loss that may occur. We further acknowledge that the University of Missouri – Kansas City and The Curators of the University of Missouri and employees are not responsible, either monetarily or legally, for any aspects of said transportation.

*This waiver applies for both student organization advisors and students.*

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Travel Behaviors and Expectations Signature Agreement

I, ____________________________________________ will be traveling to ______________________
(first and last name) (city, state) on
________________________________________ with _____________________________________________
(from date – to date) (organization)
and I fully understand the terms and expectations outline in this contract/agreement, and I agree to abide by all of them in spirit and in letter. I acknowledge that failure to do so may result in restricted usage or other student-related disciplinary action.

__________________________________________  ____________________________
Student Signature                             Date

__________________________________________  ____________________________
Student E-mail Address                        Student ID

__________________________________________  ____________________________
Office of Student Involvement Approval Signature  Date