Office of Student Activities & Resource Center Travel Guidelines

This travel policy pertains to a University sponsored event or activity that is initiated, actively managed, planned, and/or arranged by a department, member of the University’s faculty and staff, or by members of a recognized student organization that has been granted sponsorship by the University, and is approved by an appropriate administrator and/or event or activity that the University actively manages, is involved with, or oversees financially, physically, or administratively.

Each student organization should make an appointment with their Graduate Assistant and/or the Director at the beginning of the year to discuss proposed travel including funding and registration.

All student and recognized student organization travel falling within the above definition must meet the following requirements:

- Recognized student organization travel must be consistent with the organization’s mission statement and Constitution on file with the Office of Student Activities and Resource Center.
  - Travel must be planned so as not to create an undue interference with academic responsibilities. Please note, OSARC will not advocate for excused absences for students to attend conferences, competitions, and/or other club-related travel.

- An individual student or recognized student organization must complete and submit the Student Travel Request Form, found on NYU Engage, to the Office of Student Activities and Resource Center no later than three (3) weeks (15 business days) before the scheduled departure date.
  - Any international travel must be submitted 60 days prior to departure.

- All students traveling must complete, sign, and submit an Off-Campus Travel Waiver and Assumption of Risk Form to OSARC no later than one (1) week (5 business days) before the scheduled departure date.

- All students traveling must be included on the NYU Traveler registration template linked to the Student Travel Request Form on NYU Engage, which must be submitted with the Student Travel Request Form no later than three (3) weeks (15 business days) before the scheduled departure date.

- A faculty or staff advisor must chaperone all travel, except with the approval of an appropriate administrator.
  - A student officer from the recognized student organization may serve in this capacity if the faculty advisor is unable or unwilling to attend. NYU will view this student officer as the party responsible for the trip.
    - The student officer must carry a copy of all emergency contact information for all students participating in the trip.

- The name, address, and telephone number of the faculty/staff advisor or student leading the trip must be submitted utilizing the Student Travel Request Form via NYU Engage.
  - Regardless of whether they are attending the trip, faculty advisors are required to sign off on this form and discuss the NYU Student Code of Conduct and exchange emergency contact information with all students participating in the trip.

- All travel related logistics must be confirmed with the OSARC prior to the student organization making any arrangements or making any purchases.
- Any trip taken without submission of a complete and accurate Student Travel Request Form, Off-Campus Travel Waiver and Assumption of Risk Forms, NYU Traveler registration sheet, or other violations of this policy may result in individual and/or organizational discipline, together with such additional action as may be deemed appropriate under the circumstances.
Funding for Student Travel

Comparable to University policy pertaining to individual business travel, recognized student organizations are responsible for verifying availability of funds, permissibility of expenses, and obtaining necessary approval for travel expenses before departure.

- In some cases, the Student Councils may support the recognized student organization travel by providing funding for conference registration.
- In some cases, the Office of Student Affairs or Office of Student Activities & Resource Center may support travel related expenses.
  - These funds must be applied for via the Student Conference Fund form found on NYU Engage, and must be pre-approved prior to travel. Funds will not be given retroactively.
- In some cases, the Student Senators' Council may support conference and competition related expenses.
- Recognized student organizations also may utilize their own funds acquired through fundraising, dues, or other lawful sources, to support travel.

Expenses and Travel Arrangements

Travel arrangements for student clubs are processed through the University’s system of approved vendors. OSARC will work with each club’s designated representative to secure travel (bus, airline, train, etc.) and hotel accommodations.

- Student travelers are not permitted to travel to or from an approved event/program other than those contracted by OSARC on behalf of the club, public transportation (train, subway, bus, taxi, etc.) or personal vehicles.
- Student travelers are prohibited from making changes to hotel or transportation accommodations.
  - Club officers should advise OSARC of any needed changes to hotel or transportation accommodations at least one (1) week prior to travel.

To note: Students are NOT allowed to rent vehicles in order to drive themselves to their destination. All student transportation must occur via approved NYU third-party vendors, public transportation (train, subway, bus, taxi, etc.), or personal vehicles, which must be pre-approved through OSARC.

Student Travel Guidelines and Policies

The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant’s failure to comply with University rules and regulations, the direction of University employees, or applicable law. Without limiting the foregoing, all trip participants are required to:

- Comply with the standards set forth in the NYU Code of Conduct and with applicable University policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and the University’s willingness to permit future similar activities.
- Conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum that may differ from that applicable on campus.
It is the responsibility of the department sponsoring the program to assure compliance with these guidelines, including any reference policies such as vehicle safety.

The following additional guidelines also apply to travel activities subject to the NYU Student Travel Guidelines:

- **Pre-trip Meeting** – The faculty member, administrator, and/or recognized student organization in charge of the trip, whether sponsored or not sponsored, should hold a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details.

- **Transportation** – The sponsoring University department should be prepared to arrange for transportation by official University vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles. Students are not permitted to rent vehicles or drive rented vehicles.

The following rules apply to the use of vehicles:

- **Contract Bus Service** – Adequate insurance coverage for personal injury and property damage must be provided by the bus company.
  - Please see contracts to ensure that the rental is appropriately covered for these items.

- **Regularly Scheduled Carriers** – Regular scheduled bus transportation service providers (e.g., Greyhound, Amtrak) may be utilized for transportation.

- **Personal Vehicles** – Personal vehicles should ONLY be used on a voluntary basis.
  - The owners/drivers must provide their own insurance coverage.
  - All student participants choosing to ride in a private automobile do so voluntarily and at their own risk.
  - The University shall NOT insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle.
  - The University does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on University business, and the owner is responsible for primary liability insurance.
  - The University does carry non-owner excess liability coverage to protect the University and employee in the event of a suit resulting from an automobile accident in which an employee was driving on University business.

- **Accident and Medical Insurance** – The party responsible for the trip shall communicate to participants that the University does not provide medical insurance for any student's participation in trips.
  - All student participants shall be responsible for any medical costs they incur during and/or as a result of a trip.

- **Participation** – Except with the permission of the appropriate administrator, friends and family of students are NOT eligible to participate in travel opportunities falling under this policy.
  - All participants are required to engage in the planned activities of the trip.
  - Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity.
  - The sponsoring department or organization should keep a list of all participants involved in the trip.