

## **USM Student Organization Travel Policy**

All student organizations must register their travel experiences prior to the departure date. Student Organization travel includes, but is not limited to, all modes of transportation, lodging, and registration for conferences, competitions, performances, service trips, field trips and student organization retreats. Trips that are out of the local area (more than a 50 mile radius) OR overnight must be registered.

Failure to register travel, thoroughly and accurately prior to the departure date, will result in the individual and/or student organization not being eligible for reimbursement for travel expenses.

Travel is required to be registered regardless of the source of funding (SGA, BSO, academic departments, individuals, etc.).

### **Domestic Travel**

A Travel Registration Form, participant roster, travel itinerary, and detailed day-by-day itinerary must be submitted to Dean of Students Office or SGA prior to the departure date. The [Student Travel Registration Form](#) is available online.

### **International Travel**

The trip leader must meet with the Director of International Programs or his/her designee to review the travel requirements. Requirements of international travel include, but are not limited to:

- All participants must be USM students, faculty, or staff.
- Two faculty or staff members must accompany all student organization sponsored travel on which five or more students are traveling.
- No one under the age of 18 may participate.
- All trips must be registered and each participant must complete their trip profile in the Travel Safety Network.
- If planning to travel to a country on the Department of State's traveling warning list, a petition must be completed and if the petition is approved, all requirements must be met.

### **Trip Coordinator Responsibilities**

The student organization must designate a member of the travel party to serve as the **Primary Trip Coordinator and Secondary Trip Coordinator**. The Primary Trip Coordinator is responsible for submitting travel authorization requests for the trip, and the Secondary Trip Coordinator will fulfill these responsibilities in the event the Primary Trip Coordinator is no longer available or able to attend the trip after the initial trip registration is submitted. Trip Coordinators must travel with the organization and act as liaison for their student organization during the approval process and on the trip. The Trip Coordinator should confirm receipt of appropriate travel documents (travel roster, travel itineraries, etc.) with the Dean of Students staff, the Student Government Business Office Staff, or Recreation Services (Sport Clubs). When

necessary, the Trip Coordinator may need to meet with staff to review and evaluate the completed Student Organization Travel Authorization information.

When using a 15-passenger van or a vehicle towing a trailer, the Trip Coordinator must ensure that drivers for the trip have completed Large Passenger Van training. Drivers who need to complete this training must contact Transportation Services and allow enough time to register for and complete the next available class. These classes are available only through the Department of Facilities and are usually offered monthly.