

ALABAMA A&M UNIVERSITY GUIDELINES FOR STUDENT TRAVEL

This document applies to the travel of enrolled undergraduate and graduate students to attend activities or events that are organized and/or sponsored by Alabama Agricultural and Mechanical University, herein referred to as the "University." Its purpose is to provide procedures which promote student safety, minimize University risk, and improve accountability.

Statement

All enrolled undergraduate or graduate students who travel to and from activities and/or events that are within the scope of this document must comply with the University policies and practices for safe student travel. In addition to using sound judgement and following the federal and state laws that encourage safe travel, students traveling to and from University-organized and sponsored activities or events may be required to use various modes of travel as well as meet certain conditions. Each form of travel requires the student to follow particular safety precautions.

Scope

This document applies to student travel associated with representing the University in athletic or academic competitions, any travel of students sponsored by the University, any travel utilizing a vehicle owned or leased by the University, some student travel in connection with academic courses, including international travel, and some travel associated with student organizations. This document only applies to travel that includes a destination that is more than thirty (30) miles from the University's campus located at 4900 Meridian Street North in Normal, Alabama.

This document does not extend to organized events where the University lacks any supervisory control. For example, this document would apply to academic field trips which are chaperoned by a faculty member, but it does not apply to students traveling in their own vehicle to their individual courses or individual internships. It does apply to student-athletes traveling to competitions in which they represent the University, but it does not apply to non-student athletes traveling to a sporting event, unless the travel for the event also meets the definition of a sponsored event. All sponsored events are within the scope of this document. International student travel in connection with a University academic program is included in this document, although other policies may also apply to travel abroad.

Definitions

An organized event is one that is initiated, planned, and arranged by a member of the University's faculty or staff, or by the members of a recognized student organization, and it is also formally approved by an appropriate administrator of the University acting within his or her assigned employment duties. Organized events in which the University lacks supervisory control and which are organized by an organization independent from the University are not covered by this document.

A sponsored event or activity is one that the University endorses by supporting it financially, and/or by sending one or more students to participate in it primarily as an official representative of the University.

An enrolled student is one who has been admitted to and is attending classes at the University, either in person or on-line.

An appropriate administrator is a vice president, dean, department chair, or director/coordinator of an administrative unit, or their designee, who has actual authority to provide authorization.

A recognized student organization is one that is acknowledged by the Office of Student Activities and Leadership Development. Such organizations are separate entities from the University.

Expectations

Students are representatives of Alabama A&M University whenever they participate in an off-campus activity that is funded fully or in part by the institution. As such, the students' behavior at off-campus activities is reflective of the University and therefore, it is the expectation of the University that the students recognize this and conduct themselves appropriately. Students should maintain an environment that sustains the educational goals of the travel as well as respect the security and property of individuals and the University. Students must adhere to the University's Code of Conduct at all sponsored events as well as the laws and policies of the facility, university, or country to which they have traveled.

Student Responsibility

Any student conduct while engaged in travel or at the destination which results in additional costs will be at the student's sole expense. Neither the University nor any employee of the University, including chaperones, is responsible for providing expenses or costs, including legal assistance or bail, arising from a student being detained by proper authorities. Individuals evicted from their place of lodging are personally responsible for obtaining alternative lodging for themselves at their own expense. Any damage by a student to a student's lodging is the direct responsibility of the student and not the University. If damage occurs to a room, the student or students assigned to the room will provide payment arising from the damage.

When transportation is provided by the University, any student whose actions cause an unreasonable risk of injury to himself, others, or property, as determined by the University may lose the privilege of being afforded such travel by the University. If the University makes this determination, the student will become responsible for securing his or her alternative travel arrangements at no expense to the University, regardless of any inconvenience. However, students who lose their travel privilege due to misconduct will not be left stranded in any area in which there is a foreseeable risk of physical harm to that student.

Insurance

Outside of the current student health insurance, the University will not have an insurance policy in place that covers all types of harm that may occur to all students while traveling, and students should therefore not rely on the University providing insurance. Therefore, all student travelers are strongly encouraged to secure additional private insurance.

All motor vehicle insurance for students is the responsibility of the individual and not the University.

Funding Approval

University sponsored student travel expenses may, in many but not all instances, be paid for by the University. Requests for funding should be handled by the student advisor and, when appropriate, a program director or the administrator over the account from which funds will be expended.

Funding should be requested at least one month or more prior to the date of departure and processed through the appropriate channels of authority. For example, Study Abroad requests would be channeled through the faculty member, department chair, dean, and vice president, in consultation with the Study Abroad office. Student Government Association requests would be channeled through procedures outlined in the SGA constitution. Funding is not guaranteed and students are responsible for submitting all request timely.

If hotel or airline services are required, the staff/faculty advisor should make the arrangements well in advance, and the appropriate administrator will authorize check request, purchase orders, and/or other necessary documents. Only University-approved travel agencies may be used.

Travel Authorization

In order to ensure that the events or activities that involve student travel are within the scope of the University's mission and public purpose, travel undertaken pursuant to this document must be authorized in advance by an appropriate administrator. The following applies to the purpose:

1. To request authorization, individual students and/or students who are members of recognized student organizations who organize activities covered by this document, must submit a completed Student Travel Request for Authorization form to the Office of the Vice President for Student Affairs. The form specifies which required documents must be attached (i.e., an agenda, a bus contract, etc.) in order to receive approval. Whenever possible, the request should be submitted at least one month (30-days) prior to the activity or event.
2. The following information/documentation must be submitted with the Student Travel Request for Authorization Form:
 - a. A list of student travelers, including their names, local addresses and phone numbers, as well as the names and phone numbers of persons to contact in case of an emergency;
 - b. The name and phone number for the responsible University employee(s) who will be available to the students at all reasonable times during the travel and activity;
 - c. Trip Itinerary (one for the entire group);
 - d. Completed and signed Release and Indemnification Agreement Form for each student; and
 - e. Completed and signed Authorization for Medical Treatment Form for each student.
3. The Student Travel Request for Authorization form available from the Office of the Vice President for Student Affairs.