

Off-Campus Student Trips Policy

Student Organization Travel

I. SCOPE

This policy applies to all undergraduate students enrolled at Goucher College.

II. STATEMENT

Goucher Student Organizations often plan group trips off campus to attend an event or participate in an activity relevant to the group's interests. This policy seeks to describe a process that is safe and accountable for the students. It does not pertain to certain situations including, but not limited to, internships, study abroad, student teaching, field trips for a class, or student travel with faculty for academic trips.

III. DEFINITIONS

Off-Campus Trip or Student Organization Travel: Any off-campus experience that is sponsored by a Registered Student Organization (RSO), no matter the duration. Such travel might include retreats, conferences, conventions, competitions, workshops, off-campus speakers, and rallies.

Registered Student Organization: A group of students who share a common interest, and whose group has been formally recognized by the Student Government Association (SGA) of Goucher College. The Office of Student Engagement (OSE) maintains a comprehensive list of all recognized and registered student organizations, defined as those groups that have a current semester roster and constitution on file.

IV. PROCEDURES

1. All student organizations must obtain OSE approval prior to planning or engaging in an off-campus trip.
2. Student organization travel must also be approved by the organization's faculty/staff advisor.
3. Travel must support the mission of the organization.
4. Student organization travel may not create any undue interference with academic responsibilities.

5. A student organization should contact the Director of OSE to begin discussing the trip application process prior to seeking funding. The student organization may seek to obtain any needed funding from a variety of sources, including its own budget.
6. Any student organization planning to engage in an off-campus trip is required to meet with the Director of OSE and complete the Off-Campus Trip Request form. The student organization should plan to meet with the Director **no later than thirty (30) days** prior to the planned trip.
7. For all trips, the Off Campus Trip Request form must be completed and **submitted** to OSE **at least fourteen (14) business days in advance of the trip**. OSE **will not** approve a trip without at least fourteen (14) business days' notice.
8. OSE will not approve the trip without adequate funding to cover the cost. The source of funding does not affect the organization's obligation to comply with the requirements of this policy.
9. Any overnight trips to destinations that are more than 250 miles from the Goucher campus must utilize planes, buses, trains, or other vehicles driven by professional drivers. In accordance with this policy, students are not authorized to drive personal vehicles to an event.
10. Student organizations may request an exception to the requirement to use professional drivers. These exceptions shall be decided by the Director of OSE, in consultation with the Director of Risk Management and Contracts. These exceptions will be considered based on criteria such as the distance and length of the trip, potential weather conditions for the time of year and destination, the nature and risk level of the activities on the trip, and issues, if any, related to this or other past trips taken by the student organization or individual student drivers.
11. Use of personal vehicles must comply with the [College's Personal Vehicle Policy](#).
12. If any travel for the trip is by college-owned, leased, or rented vehicle, drivers must comply with and be approved under the College policy on [Use of College-Owned and Leased Vehicles](#). Students who plan to drive must complete all aspects of the application process described in these policies at least fifteen (15) business days prior to the trip. If charter buses will be used, the provisions of the [Charter Bus Transportation Policy](#) must be followed.
13. Please note that student organizations must identify a Goucher faculty or staff member who will serve as their advisor in the trip-planning process, and who will serve in an on-call capacity if the club has any issues during the trip. This also includes travelling with the student organization, where and when required.

V. TYPES OF TRAVEL

The following is a comprehensive list of the types of travel and what documentation must be submitted prior to departure. Please pay special attention to deadlines when submitting paperwork. Travel may not take place without submitting the required documentation.

A. College-sponsored trips under 50 miles within same day travel

1. Forms Required:

- a. Liability Waiver (one from each student - if the student is under the age of 18, this form must be signed by a parent/guardian).
- b. A blanket liability waiver may be signed for multiple same-day travel experiences, however, dates of such must be articulated in the liability waiver.

B. College-sponsored trips 50 miles and over within same day travel

Any travel in which students leave and return to campus on the same day to a location more than 50 miles from Goucher, may occur with the following provisions:

1. A faculty/staff advisor is encouraged to attend all travel. Students must get permission from OSE to travel without an advisor/leader **no later than fifteen (15) business days** prior to the planned trip.
 - a. A faculty/staff advisor is **REQUIRED** to attend if traveling by van or bus.
 - b. A copy of all forms **MUST** be maintained by the faculty/staff advisor during the trip with the original sent to the attention of OSE at least one week prior to the trip.
2. **Forms required:**
 - a. Emergency Medical Form (one from each student).
 - b. Liability Waiver (one from each student - if the student is under the age of 18, this form must be signed by a parent/guardian).
 - c. Off-campus Student Trip Request form (one from the student organization).

C. College-sponsored, overnight travel

Any overnight travel for one or more nights.

For all overnight travel, it is required that a minimum of one advisor for every twelve (12) students is in attendance.

An advisor or another assigned person as trip supervisor must attend all overnight travel trips of three (3) or more students.

A copy of all forms **MUST** be maintained by the advisor during the trip with the original sent to the attention of OSE at least one week prior to the trip.

All trip supervisors, including faculty, staff, and volunteers must submit all required forms.

1. Forms required:

- a. Emergency Medical Form (one from each participant).
- b. Liability Waiver (one from each participant - if the student is under the age of 18, this form must be signed by a parent/guardian).
- c. Off-campus Student Trip Request form (one from the student organization).

- d. An itinerary that includes travel arrangements, destination(s), and accommodations.
- e. Final approval for travel is made by OSE, in consultation with the Director of Risk Management and/or Assistant Vice President for Student Engagement before a trip can take place.

Failure to comply with these policies will result in revocation of funding for the entire organization for a length of time to be determined by OSE and may result in sanctions. Sanctions may include the possible reimbursement of funding used back to OSE or SGA. Students, faculty, and staff are reminded that Goucher College policies are still in effect and apply to trips regardless of the location and/or funding.

See Appendix A & B for check list and Planner.

V. RESPONSIBILITIES

1. Student organizations are responsible for paying the costs for the advisor traveling with the organization.
2. All participants taking part in college-sponsored activities or trips are responsible for adhering to the policies and procedures included in the Student Handbook and other official documents and publications.
3. Should the expectations of the host country, state, institution, or agency be more stringent than those of Goucher College, students must abide by them, as well.
4. Participation in off-campus programs is a privilege and not a right. While it is impossible to provide students with an all-inclusive list of inappropriate and/or prohibited behavior, specifically while traveling, the following offers a framework for those participating in college-sponsored trips and the following guidelines should serve to further clarify the College's expectations. Egregious disregard for expectations, guidelines, laws, and/or rules may be grounds for conduct action, including the student's exclusion from the remainder of the trip or activity.
5. All students participating in college-sponsored trips are expected to attend all functions associated with the program, including, but not limited to meetings, meals, social gatherings, classes, and tours. Those who are routinely absent from or late to such activities may be sent home, held accountable through the College's disciplinary process, and/or required to reimburse the funding source for fees, fares, meals, hotel costs, etc.
6. Students are expected to adhere to expectations about curfews, meeting times, transportation, group excursions, etc.
7. While domestic and international laws do vary with respect to alcohol and other drugs, students must adhere to both local laws and expectations when and where use of alcohol is permitted. Regardless of whether the use of controlled substances is allowed by law, drug use (including misuse of prescription drugs and use of medicinal marijuana and/or marijuana byproducts) is always prohibited. Students who abuse alcohol and/or other drugs, encourage others to do so, provide them to others unlawfully, or who behave inappropriately due to intoxication, may be documented, and held accountable through the student conduct process. Those whose behavior puts themselves or others in jeopardy or reflects a conscious disregard of the College's expectations will be sent home at their own expense.

8. Goucher College does not tolerate sexual assault, harassment, stalking, domestic violence, or dating violence at home or abroad and will take swift and decisive action in responding to allegations of this nature.
9. Students who believe they experienced sexual assault, harassment, stalking, domestic violence, or dating violence are encouraged to report such behavior immediately to group leaders who will follow guidelines included in the College's sexual assault and harassment policy as printed in the Student Handbook. In consultation with appropriate college staff member, student organization leaders and faculty/staff advisors will assist students in documenting the incident, ensuring their safety, exploring their options for resolving the complaint, and seeking out medical attention or counseling services.
10. Harassment may be direct and explicit or indirect and subtle. Words, gestures, graphics, and online activity may be construed as harassing if they target a specific individual or create a hostile or offensive environment for a group of people. Conduct that could reasonably be perceived as demeaning, offensive, intimidating, or threatening may require immediate staff intervention and be referred to the College for review through the disciplinary process.
11. Students traveling or studying outside of the College should behave as though they were on campus, treating their surroundings and others' belongings accordingly. Student organizations are asked to practice respect for people and serve as responsible stewards of facilities and property. Students who disrupt the learning environment, disturb others, steal, or vandalize property while on a college-sponsored trip will be held accountable through the College conduct process and may be required to pay restitution to those affected by their behavior.
12. To ensure the safety and well-being of all participants, travel supervisors and chaperones, the group must establish guidelines and expectations for the trip. These may differ depending on the circumstances and may include curfews, travel restrictions, buddy systems, rules related to alcohol consumption, room assignments, etc. Participants are expected to follow their group leaders' directions and adhere to their expectations without question or complaint, regardless of the permissiveness of local laws or college policy. Those who ignore or challenge instructions from the travel supervisor and/or other chaperones may be found responsible for refusal to comply with reasonable requests of college officials.
13. Values and customs differ across cultures, and students are expected to make a good faith effort to understand, appreciate, and even embrace these differences. While acknowledging that some students will be challenged by new experiences, the College maintains that students who willingly take advantage of travel opportunities should participate in expressions and demonstrations of the host's culture and traditions to a reasonable extent. This may include taking part in song, dance, cuisine, service, or conversation, and students should be mindful of the hosts' hospitality and cautious not to offend them by refusing their generosity.

Failure to comply with the requirements of this policy may result in suspension of future trips, denial of future funding, suspension of current funding, and/or withdraw of the organization's charter, at the discretion of OSE.

VI. RESPONSIBLE OFFICE

For more information or if you have questions about this policy, please contact the Office of Student Engagement at ose@goucher.edu.

VII. HISTORY

Adopted: October 2012; Updated: October 2016; December 2019; October 2022; September 2023.

Appendix A

Off-Campus Trips and Student Organization Travel Checklist

List of documents & requirements necessary for the various types of student organization travel:

Document Type	In-town, same-day, travel <small>(Personal vehicles used)</small>	In-town, same-day, travel <small>(College vehicles or rentals used)</small>	Same-day travel <small>(Over 8 hours, college or rental vehicles used)</small>	Overnight travel
Waiver	X	X	X	X
Off-Campus Trip Request Form	X	X	X	X
Emergency Medical Forms			X	X
Travel Supervisor required		X	X	X
Advisor Attendance required			X	X

Quick Sheet for Student Organization Travel

College-sponsored, in town, same day travel

_____ Submit waivers for each participant to the Office of Student Engagement.

College-sponsored, same-day travel

_____ Complete the Student Organization Travel Form, including obtaining advisor’s signature.

_____ Select a Travel Supervisor.

_____ Once completed, submit Student Organization Travel Form to the Office of Student Involvement & Leadership. Student organizations must complete this form regardless of funding source.

_____ Submit waivers for all participants to the Office of Student Engagement.

_____ Submit the Student Travel Agreement for all who are traveling to the Office of Student Engagement.

College-sponsored Overnight Travel

_____ Complete the Student Organization Travel Form, including obtaining advisor’s signature.

- _____ Select a Travel Supervisor.
- _____ Once completed, submit Student Organization Travel Form to the Office of Student Involvement & Leadership. Student organizations must complete this form regardless of funding source.
- _____ Submit waivers for all participants to the Office of Student Engagement.
- _____ Submit the Student Travel Agreement for all who are traveling to the Office of Student Engagement.
- _____ Submit the Emergency Medical Form for all who are traveling to the Office of Student Engagement.

Don't forget to consider:

- _____ Apply for funding from Student Government Association.
- _____ Applicable fees (i.e., who pays for what; and if the organization is paying make sure to get receipts and use a tax-exempt form).
- _____ Meals (i.e., who provides food, special dietary needs, etc.).
- _____ Transportation (e.g., air, bus, personal vehicle, rental vehicle, college vehicle).
- _____ Make sure to take important phone numbers and to take along instructions for accidents or other issues.

Appendix B

Planning for Off – Campus Trips and Student Organization Travel

Planning a Trip

1. Approvals

All travel for Goucher College staff, students, and official college guests must be pre-authorized by the appropriate supervisor. For student organizations, the Office of Student Engagement and the student organization's advisor must both grant permission for the group to travel.

2. Select a Travel Supervisor

In specific cases, the student organization must select someone to serve as the travel supervisor. The role of the travel supervisor is to lead the planning of the trip and to serve as a liaison between the trip participants and the College. Only in the case of same day or one day travel, the Travel Supervisor may be a student leader – someone who is at least 18 years of age and is in good standing (academically, conduct, financial) with the College. Otherwise, travel supervisors are to be faculty, staff, or administrators employed by the College, including the student organization's own campus advisor.

A travel supervisor is required to be put in place to oversee student organization travel, adhering to the following responsibilities throughout the trip:

- Obtains necessary information of all participants.
- Obtains proper signatures on all forms.
- Maintains a travel roster and all applicable forms while traveling.
- Travels with the student organization to and from the trip locations (unless permission is given for students to travel without a member of the faculty or staff).
- Confirms the safe arrival of the group to the College.
- Stays with students in housing or lodging for the duration of the trip.
- Serves as the emergency contact throughout the entirety of the trip.
- Completes and submits an itinerary of the trip to the College; adheres to its details throughout the trip.
- Develops an emergency plan appropriate for the trip and its location(s). Consider items such as first aid kits, first aid training, and contingency plans if the leader must leave the group.
- Confirms the proper means of communication and the ability to use cell phones.
- Responds to crisis and emergency situations based on those pre-developed plans.
- Complies with all college travel policies, as well as other policies regarding code of conduct, alcohol and drug use, human resource policies, and sexual misconduct.

- The travel supervisor must carry enough cash or credit on their person to resolve reasonably foreseeable problems. Use of the College’s purchasing card is the recommended source for travel.

3. Organize the Necessary Documentation & Keep Records

All traveling student organizations must submit, as part of their documentation, a written request for approval to travel, called the **Off-Campus Trips Request form**. This document must include all required information and a detailed itinerary outlining:

- The purpose of the travel.
- The dates and destination of travel.
- The estimated number of students participating in the travel, and a list of their names.

If there are changes to the participant list, the travel supervisor provides the updates to the Office of Student Engagement prior to departure. If a trip participant chooses not to travel, that update is also provided to the Office of Student Engagement prior to departure.

- The names of college representatives traveling with the students.
- The name of the travel supervisor and their contact information used while on the trip.
- The budget for the trip.
- The mode of transportation (including the names of drivers if college or rental vehicles will be used).
- Any other pertinent information concerning the trip.
- **Fifteen (15) or more days prior to travel, the travel supervisor should provide a written summary to all trip participants. This summary must include:**
 - times and dates of departure and return,
 - travel itinerary and route (including flight numbers and times, if applicable),
 - rest and meal breaks,
 - name and address of overnight accommodations,
 - costs to be paid by participants,
 - a packing list including recommendations for clothing,
 - the names and contact information of college representatives traveling with the students, and
 - any other pertinent information.

If traveling to different locations, the travel supervisor must provide separate lists of participants by destination to clarify for the College who is traveling to each and who can be contacted in the event of an emergency at each location.

Travel supervisors should consider the nature of the trip and review documentation to ensure that language is clear and accurate when providing information to participants or preparing informed consent forms or release statements.

Written records that should be obtained in advance of the trip should be clearly filled out and easily accessible. **The Travel Supervisor should maintain a copy and provide a copy to the Office of Student Engagement no later than one week (7 days) prior to travel.**

The Office of Student Engagement must be notified immediately by the travel supervisor of any emergencies or issues that arise on the trip. Further, the travel supervisor should contact Campus Safety, who will assist with further communication.

Upon return from the trip, the travel supervisor must provide the Office of Student Engagement with a written summary of any issues or concerns regarding the trip, and any other information or recommendations that might be relevant or helpful in planning future trips. The Office of Student Engagement maintains trip records for a period in accordance with the College's document retention policy.

4. Destination

The Travel Supervisor should be familiar with the destination and prepare a site safety plan to present to participants.

Lodging premises and locations should be reasonably safe or written documentation provided should outline associated risks.

Orientation for travel participants should include an overview of the itinerary and any procedures for a "buddy system." Each pair operates together as a single unit so that they can monitor and assist one other throughout the trip.

All trip participants should be provided information on known risks as well as local, cultural, custom, and legal requirements.

5. Allowable Travel Costs for Student Organizations

[Please refer to the [Policy for Travel and Related Expenses](#) for additional details; information is always subject to change]

- A. Travel advances:** Travel advances are not permitted for student organization travel.
- B. Meals:** Meal expenses while traveling on Goucher business are limited to \$50 or less per day unless otherwise specified by the meals and incident rate for the country visited and covered by external funding.
- C. Lodging:** The lodging chosen is expected to be the least costly available consistent with a reasonable level of comfort and convenience for the traveler. Accommodations should be reasonably convenient to the place where business or research is transacted. If a spouse or other family member accompanies the employee, the cost of a shared room need not be allocated between the staff member and family member. Hotel cancellation fees are not reimbursable unless the charge was incurred due to circumstances beyond the traveler's control.
- D. Air Travel:** Airfare is expected to be at the most reasonable and economic rates consistent with the traveler's itinerary providing a reasonable level of comfort and convenience. It is the traveler's responsibility to book well in advance of travel to secure the lowest rates possible. Reasonable add-on airline expenses **are reimbursable** (examples: checked baggage fee and excess baggage fee). The following expenses are **not reimbursable**: upgraded seating, Early Bird

check-in, flight insurance, and airline cancellation fees not caused due to circumstances beyond the traveler's control. Advanced seat selection is reimbursable for international travel only.

- E. **Rail Travel:** Coach must be used for trips shorter than 150 miles. Reserved seating may be used for longer trips or for overnight travel, when necessary.
- F. **Private Automobile Travel:** The College will reimburse transportation costs to the extent such costs exceed the employee's normal daily cost to commute to the College and the trip is greater than ten miles. The traveler should print an itinerary from a maps and directions website in support of the calculation.

The normal daily roundtrip commute should be subtracted from the total miles driven on Goucher business. If Goucher College is either the point of origin or the point of return, only half the normal daily roundtrip commute is required to be deducted. If Goucher is both, no deduction need be made.

Travel to and from Goucher College on the weekend for official college business is considered personal and not eligible for reimbursement.

Costs for repairs or damages to a traveler's private automobile while traveling on college business are considered the personal expenses of the owner.

No reimbursement will be made for parking or traffic violation fines; such fines are the individual's responsibility.

Full reimbursement for the use of a personal vehicle is made through the standard mileage allowance.

Reimbursement for use of a private car on college business is at the mileage rate announced by the Office of the Controller. The mileage rate includes reimbursement for use of the vehicle and includes gas, depreciation, insurance, and other expenses of ownership and operation.

Additional reimbursement is made for tolls and parking fees.

- A. **Parking:** Parking fees and personal automobile mileage is reimbursable if the total cost is less than the expense of a round trip shuttle service or taxi. The traveler is expected to select a reasonable parking option when parking at the airport.
- B. **Auto Rentals:** Rental cars are to be obtained through the College's travel portal available through the Goucher website. Rental of 12-passenger vans must be arranged through the rental site directly. Note that rental of 15-passenger vans is not permitted.

P.A.I. (personal accident insurance) is not reimbursed.

As to the Collision Damage Waiver:

1. Domestic Travel: Do not accept Collision Damage Waiver (CDW); CDW is provided when using the Goucher credit card.
2. Foreign Travel: Accept Collision Damage Waiver; Goucher College auto insurance covers rented vehicles, however, in foreign countries it is advised to accept primary or secondary insurance options.

Rental vehicles may be driven only by an authorized renter.

An authorized renter is the person signing the rental agreement, the traveler's spouse or a person who has appeared at the time of the rental and has signed the vehicle rental agreement.

All authorized renters and drivers warrant that they are at least 21 years of age, or the minimum age required by the rental agency, and that they each have a valid driver's license.

The College expects all travelers to read, understand, and abide by the vehicle rental agreement terms.

A. Taxi, Ride Share, Shuttles: Local taxi and rideshare fares, as well as shuttles to and from airports and railroad stations are reimbursable (including a reasonable tip, not to exceed 10%, unless the vendor automatically charges a larger tip for large groups), to the extent that such service is not included in the air or rail fare.

B. Lost Items: Loss of luggage, clothing or other personal items is not the responsibility of the College. Each traveler is personally responsible for such items. Recovery of personal losses may be possible through the individual's homeowner's insurance. The College is not responsible for the loss of any of these items.

6. Student Accessibility Needs for Participation in the Trip

If any students have disabilities or special requirements that may need to be accommodated, please make sure to contact the Office of Student Accessibility. (This also includes food, allergies, visible and invisible inability to navigate the trip.)

7. Set Trip Expectations

Travel Supervisors should provide participants with some form of orientation prior to departure. The type of trip will dictate the level of detail needed in the orientation, but both verbal and written communication is essential.

Trip expectations should include the following:

- trip destination and purpose,
- a travel itinerary,
- route, rest, and meal stop,
- lodging and transportation information,
- appropriate clothing or gear required,
- established rules and protocols specific to the trip,
- summary of activities and physical requirements students will encounter,
- any known or unusual circumstances that would require advance preparation or equipment, and
- any known unique hazards or safety concerns.

If multiple vehicles are being taken to the trip destination, each vehicle must have printed directions to the destination and the contact information for the other trip participants and Campus Safety. All vehicle drivers should know what to do if the vehicles become separated (i.e., meeting spots, driving on to destination, etc.).