



Student Travel Policy

Subject	Student Travel
Effective Date	June 16, 2014
Revision Date	August 22, 2022
Approvals	Executive Educational Council (EEC)
Responsible Office	Campus Life/Office of Multicultural Affairs
Owner/Creator(s)	Campus Life/Office of Multicultural Affairs

I. PURPOSE and SCOPE

To minimized health and safety risks of the MSOE community and to align with the university's overall mission, MSOE has adopted the following travel policy. This document helps define University-recognized travel and any policies and rules that MSOE has in place regarding such travel.

II. DEFINITIONS

Element	Definition
Local Travel	Travel that occurs within 100 miles of MSOE.
Domestic Travel	Travel within the United States, greater than 100 miles from MSOE.
International Travel	Travel outside of the United States.
Study Abroad Travel	Travel that occurs when attending a program at an MSOE-approved foreign institution.
Recognized Student Group	An approved student organization, team, or group affiliated with a department or class.
Travel Advisor(s)	MSOE faculty, staff, or MSOE-designated person who is recognized by the university and has the responsibility of assisting and supporting an MSOE-Recognized Student Group that is traveling domestically or internationally.

III. POLICY STATEMENT

A. GENERAL POLICIES

1. All University-recognized travel must be reported when an event or program occurs off-campus.
2. Failure to submit the required documentation within the required timeline may result in trip cancellation or sanctions for violation(s) of the Student Code of Conduct or Employee Handbook as determined by the Dean of Students or Human Resources respectively.
3. The Student Conduct Code is in effect during all University-recognized travel and applies to all students even while off-campus. The rules outlined in the Employee Handbook are also in effect for employees. Any exceptions must be approved before travel by the Dean of Students, Department Chair or Human Resources in writing.
4. All local, state, federal, and international laws should be adhered to when engaging in University-recognized travel.
5. All travelers must have signed **Off-Campus Liability Waiver and Assumption of Risk Form** before participation.

B. LOCAL TRAVEL (student-led)

1. Local travel (within 100 miles from MSOE) does not require a Travel Advisor to accompany a Recognized Student Group.
2. An **Intent to Travel Form**, giving the important details of the trip, should be completed by each group traveling when event is student-led and organized, at least 3 weeks before intended travel.
3. Documents should be submitted at least at least two days prior to departure, following instructions sent by supporting office via email after the Intent to Travel form has been submitted.

C. DOMESTIC TRAVEL (student-led)

1. Domestic travel (100 miles or farther from MSOE) requires a Travel Advisor to accompany a Recognized Student Group. Any exceptions must be approved by the Dean of Students or Department Chair in writing.
2. An **Intent to Travel Form**, giving the important details of the trip, should be completed by each group traveling when event is student-led and organized, at least 3 weeks before intended travel.

3. Documents should be submitted at least at least two days prior to departure, following instructions sent by supporting office via email after the Intent to Travel form has been submitted.

D. INTERNATIONAL TRAVEL

1. Travel outside the United States requires a Travel Advisor to accompany a Recognized Student Group that is traveling for academic, service, or group experience purposes.
2. An **International Group Trip Proposal** must be submitted at least 6 months prior to travel by the Trip Advisor(s) and any student leaders. Submissions will be reviewed by the MSOE TRAVEL Committee and respective supervisors and Vice Presidents.
3. Travel Advisors agree and adhere to all **Travel Advisor Responsibilities**.
4. Any country that has a US Department of State Travel Level 3 Warning/Alert in effect requires that the officers of the institution (Vice Presidents and President) review and approve the travel request before the trip may be scheduled. It is the responsibility of the Trip Advisor to inform the officers of any updates or changes to the status of the travel warning/alert. MSOE also reserves the right to restrict or decline travel within any country to specific destinations or areas, regardless of the level of travel warning/alert.
5. All participants traveling must visit government agency websites (US Department of State, Center for Disease Control, and World Health Organization) for overseas travel to be informed of the risks that are present when traveling to their destinations.
6. All participants who are US citizens must register with the Safe Travelers Enrollment Program (STEP) through the US Department of State.
7. A **Commitment Form** must be signed by participants before nonrefundable travel arrangements are made.
8. An **Intent to Travel Form** should be completed at least two months prior to departure by:
 - One faculty member from a FACULTY-LED class trip
 - One group member for STUDENT ORG trips
9. Group supplemental health and travel insurance must be purchased to cover all travelers for the duration of the trip. This coverage must include a minimum of repatriation and evacuation. This requirement is waived if a third-party organization provides insurance coverage.

10. Documents should be submitted at least at least two weeks prior to departure unless otherwise noted by specific program. Instructions will be sent by supporting office via email after the Intent to Travel form has been submitted.

E. STUDY ABROAD TRAVEL

1. Travel to the location of an MSOE-approved Study Abroad program does not require a travel advisor to accompany the travel.
2. Any country that has a US Department of State Travel Level 3 Warning/Alert in effect requires that the officers of the institution (Vice Presidents and President) review and approve the travel request before the trip may be scheduled. It is the responsibility of the Trip Advisor to inform the officers of any updates or changes to the status of the travel warning/alert. MSOE also reserves the right to restrict or decline travel within any country to specific destinations or areas, regardless of the level of travel warning/alert.
3. All participants traveling must visit government agency websites (US Department of State, Center for Disease Control, and World Health Organization) for overseas travel to be informed of the risks that are present when traveling to their destinations.
4. All participants who are US citizens must register with the Safe Travelers Enrollment Program (STEP) through the US Department of State.
5. An **Intent to Travel Form**, giving the important details of the traveler and trip, should be completed by each participant traveling.
6. Supplemental health and travel insurance must be purchased to cover the duration of the trip. This coverage must include a minimum of repatriation and evacuation.
7. Documents should be submitted at least at least two weeks prior to departure unless otherwise noted by specific program. Instructions will be sent by supporting office via email after the Intent to Travel form has been submitted.

IV. PROCEDURE

A. COORDINATION

1. Groups (domestic travel) or individual travellers (international travel) complete the Intent to Travel form on myMSOE.
2. Groups or individuals are contacted via email by the office they will work with for next step in documenting travel and/or planning their trip.
3. Groups or individuals complete needed documentation within the determined time period (see section III B-E).

B. DOCUMENTATION

Initial **Intent to Travel form** will be accessed through my.msoe.edu, and all further documentation will be submitted per the direction of the supporting office.

For groups submitting an International Travel Proposal, those will be sent to the Office of Multicultural Affairs, at multiculturalaffairs@msoe.edu, to add to the agenda for the TRAVEL Committee.

V. ASSOCIATED LEGISLATION/REGULATIONS/ACCREDITATION STANDARD

U.S. Department of State
Center for Disease Control
World Health Organization

VI. ASSOCIATED MSOE STANDARDS

Student Code of Conduct
Employee Handbook

VII. LIFECYCLE

Reviewed biennially or as needed.

VIII. APPENDICES

- A. Intent to Travel Form (Qualtrics form)
- B. Release and Waiver of Liability for Off-Campus Liability Travel Experience
- C. Commitment Form (Qualtrics form)
- D. Travel Advisor Responsibilities (In development)
- E. International Group Proposal (In development)

This section to be completed by the Records Manager		
Related Policies	Driving MSOE Vehicles; Business Travel	
Date Due for Review	2024	
Public Location(s)	MSOE Policy Library, MyMSOE Campus Life page	
Record Manager	Dr. Melodie Fox, Assistant VP of Curriculum & Knowledge Management	
Version History		
Date approved	Amendment Summary	Date cross locations updated/ past version archived
August 22, 2022	Significant re-write; definitions updated; procedures and required forms updated; driving information removed	August 22, 2022
August 15, 2019	Policy library format. No changes to content	
January 12, 2016	Significantly rewritten; combined with study abroad travel.	August 15, 2019
June 16, 2014	Initial approval as "MSOE Student Travel Guideline"	August 15, 2019