



2.0.008 Student Travel Policy

Effective date:	June 16, 2014
Revision date:	September 9, 2025
Approvals:	Executive Educational Council (EEC)
Responsible Office:	Campus Life/Office of Multicultural Affairs/Club Sports/Student Group Advisors
Policy Contact:	Campus Life/Office of Multicultural Affairs

I. PURPOSE and SCOPE

To minimize 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 student travel and any policies and rules that MSOE has in place regarding such travel. Not all university-recognized student travel falls under this policy. Travel for NCAA competitions and required classroom field trips follow different policies.

II. RELATED POLICIES

Driving for University-recognized Travel, Business and Entertainment Travel, Insurance Claims Procedure; Field Trips (Classroom/Academic); Student Code of Conduct; Staff Handbook

III. DEFINITIONS

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, club sport team, or classes with an optional travel component.

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.

University-recognized Travel: Travel that occurs because of participation in an activity for which MSOE is being represented and has been formally approved by the university. University-recognized travel includes activities such as NCAA athletic and club sports competitions, student competitions, employee conferences, MSOE-sponsored student groups volunteering for or participating in events where they are representing MSOE. Excluded activities include but are not limited to student recreational activities or commuting to work, an internship, or a class project meeting. Not all university-recognized travel falls under this policy.

IV. POLICY STATEMENT

A. GENERAL POLICIES

1. All University-recognized student 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 student travelers under this policy must have signed **Off-Campus Liability Waiver and Assumption of Risk Form** before participation.

B. LOCAL TRAVEL (student-led) Classroom field trips are faculty-led and should follow the Field Trip policy.

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 the 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 the 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 minimum of two Travel Advisors 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 Advisors and any student leaders. Submissions will be reviewed by the MSOE TRAVEL Committee and/or 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 of Academics and/or Student Affairs review and approve the travel request before the trip may be scheduled. It is the responsibility of the Trip Advisors 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 and/or individual supplemental health and travel insurance must be purchased to cover all student 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 of Academics and/or Student Affairs 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.

V. 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** is 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.

VI. APPENDICES

- A. [Intent to Travel Form](#) (Qualtrics form found on MyMSOE)
- 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)

VII. ASSOCIATED LEGISLATION/REGULATIONS/ACCREDITATION STANDARD

Higher Learning Commission (HLC) Core Component 1.C
U.S. Department of State
Center for Disease Control
World Health Organization

This section to be completed by the Records Manager:

Due date for review

2027

Public Location

MSOE Policy Library, MyMSOE Campus Life page, Online Student Handbook

Version History

- **2025, September 9 (EEC):** Added definition of university-recognized travel, noted that it doesn't apply to NCAA competition travel or classroom trips, updated student group definition, specified group "and/or individual" insurance coverage, updated approval titles. References to Driving and Classroom Field Trip policies where appropriate.
- **2023, October 3 (EEC notification):** Updated required travel advisors for international trips to a minimum of two.
- **2022, August 22:** Significant re-write; definitions updated; procedures and required forms updated; driving information removed.
- **2019, August 15:** Policy library format
- **2016, January 12:** Significantly rewritten; combined with study abroad travel.
- **2014, June 16:** Initial approval as "MSOE Student Travel Guidelines"

Records Manager

Assistant VP of Curriculum & Knowledge Management