



Saint Martin's
U N I V E R S I T Y

Student Travel Policy and Procedures



Requirements for Student, Club, and Organization Travel, including Off-Campus Activities/Events

- All students traveling as representatives of Saint Martin's University, including as members of a student club/organization must be registered as a student in credit bearing courses at Saint Martin's University during the semester they are traveling.
- When traveling as representatives of Saint Martin's University, students are expected to exhibit behaviors that reflect the standards set forth in the **Saint Martin's Student Handbook Code of Conduct**.
- When traveling as representatives of Saint Martin's University, university employees are expected to exhibit behaviors that reflect the standards set forth in the **Saint Martin's Employee Handbook**.
- All travelers, including the Advisor, are expected to comply with all relevant policies outlined in the Saint Martin's University Employee Handbook, local laws and applicable policies of host institutions; additionally, students are expected to adhere to the Saint Martin's University Student Code of Conduct.
- A **"Off-Campus SMU Sponsored Events Waiver"** form is required to be completed by each individual participating in certain activities that could constitute a risk, such as: paintball, skiing, etc. The Office of Campus Life will inform you if the form is required for your event. All forms must be completed prior to your event and completed forms must be submitted to the Campus Life office by no later than 2 business days following the event/activity.
- In the case of off-campus events/activities that do not use university vehicles or provide mileage reimbursement, then the activity will begin at the location, and the university is not responsible for transportation to/from the event/activity. In such cases, the club/organization members and advisor must complete the **"Off-Campus SMU Sponsored Events Waiver"** form.
- **An advisor must be present at all university-sponsored student travel events (e.g. conferences; competitions; workshops) and any student club and/or organization sponsored events/activities taking place off campus.** Saint Martin's University employees leading university-sponsored travel or events/activities with a group of students are expected to devote their full attention to the oversight of the students when involved in course activities and/or non-academic activities which they arrange and/or participate and while traveling (Saint Martin's University Employee Handbook, 2024).
 - When an overnight is part of the conference/activity, the advisor must stay in the same facility as the student club/organization members.
 - The advisor should provide guidance, make decisions in emergencies, and monitor activities as a representative of the university.
 - The advisors and students may not invite their spouse, friends or children to attend without written permission from the Office of Campus Life, unless they too are students at the university.
 - Spouses/domestic partners (except for a faculty/staff member of Saint Martin's University who is also a spouse/partner and who is co-teaching the program's academic content or co advising the university sponsored travel) and children of faculty and staff are not permitted to accompany employees on University Affiliated Student Group Travel (Saint Martin's University Employee Handbook, 2024).

- The advisor should check-in with students during the day and evening and provide contact information so that students can reach the advisor at all times during the event.
 - Student to Advisor Ratio: The University recommends at least a 10:1 student to advisor ratio for travel, but the advisor reserves the right to request additional advisors as deemed necessary for the specific event or activity.
 - Group Travel: If club members are traveling together off-campus as a club/organization for an event or activity sponsored by the club/organization, they **must** be accompanied by an advisor.
- In the case of an issue or emergency during the trip, call the **Office of Public Safety** at **(360) 438-4555** and ask for the on-call staff. Depending on the severity of the issue, call 911 first and then contact Public Safety.
- Funds for student transportation, lodging, and meal subsidy may be provided by ASSMU, as per the established ASSMU Finance Code and University guidelines.
 - Any organization wishing to attend a conference, competition, or workshop and is requesting ASSMU funding must submit a budget request via the appropriate JotForm provided by the ASSMU Executive Treasurer.
 - Travel expenditures for lodging and airfare may be available depending on the nature, location, and length of the trip/event/activity. Upon receiving approval for ASSMU funding, purchase of these travel expenses may be completed through either: 1) Coordinating purchase through the Campus Life office; or 2) Reimbursement request if a personal card is used to complete the purchase.
 - Travel reimbursements are obtained after the travel by completing an ASSMU Financial Transaction Form within two weeks after the travel. You **must** keep your receipts. Acceptable expenditures are listed in Section 8.06 of the ASSMU Finance Code, all other inquiries about expense eligibility can be answered by the ASSMU Executive Treasurer.
- Prior to any travel approval or purchasing of travel or off-campus activity expenditures through ASSMU or university funds, including through the use of a club/organization's 22-account (fundraising account), any club/organization advisor and/or non-student employee that will be serving in advisor capacity for student club/organization travel or off-campus activity/event will be **required** to review, sign, and submit an acknowledgment to the Office of Campus Life affirming their review/acknowledgment of all relevant policies and procedures included in this section.

I certify that by signing below that I have read, acknowledged, and understand the relevant policies and procedures required for any university-sponsored student travel, including student club/organization off-campus events and activities.

Please turn in a signed copy of this requirements section to the Office of Campus Life in the Trautman Union Building.

Club/Organization Advisor

Date

Travel Policy Checklist

- ☐ Read and follow all travel protocol listed in the “**Requirements for Student, Club, and Organization Travel**” document.
- ☐ Fill out and turn in the “**Student Travel Procedures: Trip Proposal**” at least **four** weeks before the intended trip to the Office of Campus Life if the club is using either their 22-account or department funds (non-ASSMU funding request) for their requested travel event or off-campus activity/event.
- ☐ Once the trip is approved, a meeting with the club/organization advisor, president, and treasurer must be scheduled with the Office of Campus Life to turn in all travel forms (listed below).
- ☐ All participants must fill out the “**Off-Campus SMU Sponsored Events Waiver**” form. All forms must be completed prior to your event and completed forms must be submitted to the Campus Life office by no later than 2 business days following the event/activity. The group advisor should keep a copy of each form with them throughout the duration of the trip.
- ☐ If the group intends to use a University van, mini bus, or bus, the request can be found on the Public Safety webpage - [Office of Public Safety | Saint Martin's University](#) under “Documents and Forms” then “**Transportation Request.**”
 - If the group plans to provide their own driver, they must follow the “**Saint Martin’s University Vehicle Operator Policy**” found on the Public Safety webpage - [Microsoft Word - 2013 SMU MOTOR POOL DRIVER POLICY](#) under “Documents and Forms.”
- ☐ Clubs and organizations intending to request ASSMU funds for the approved trip must submit a request to the ASSMU Treasurer *at least* four weeks prior to the trip.
- ☐ Keep the number for the **Office of Public Safety, (360) 438-4555**, with you at **ALL TIMES** during the trip. In case of emergency, call 911 and then call Public Safety immediately after to inform the University of the issue.



Student Travel Procedures: Trip Proposal

Name:	Department/Organization:
Phone:	Advisor:
Email:	Date:

PROPOSED TRIP DESTINATION:

PROPOSED DATES:

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1) UNIVERSITY COMPONENT:

- 1) Does this trip involve a Club or Student Organization?
- 2) Does this trip involve a class?
- 3) Will the group be requesting ASSMU Funds?

☐ YES	☐ NO
☐ YES	☐ NO
☐ YES	☐ NO

2) Name of the advisor who will be leading the trip: _____

3) Name of the students who will be participating in the trip:

4) A brief description of the proposed trip

5) Anticipated learning outcomes of the trip

6) Students Projects (Presentations, written assignments and/or others)

7) COST OF THE TRIP (estimate only)

1. AIRFARE	\$US
2. TRANSPORTATION	\$US
3. LODGING	\$US
4. MEALS	\$US
5. ACTIVITIES	\$US
6. REGISTRATION FEE	\$US
7. PROGRAM FEE	\$US

8) Will you be requesting ASSMU funds for this trip: yes ☐ no ☐

Disclaimer

This form must be completed **only if your club or organization plans to use funds from their 22 account or departmental funding** to pay for any part of the trip or conference.

Please obtain the following signatures before turning in the proposal to the Office of Campus Life in the Trautman Union Building.

Club/Organization Advisor

Date

Club/Organization President

Date

Club/Organization Treasurer

Date

ASSMU Advisor

Date



Saint Martin's
UNIVERSITY

**Participant Information/Assumption
of Risk and Release**

Off-Campus SMU Sponsored Events Waiver

Activity Information:

Title: _____ **Date(s):** _____

Sponsoring Club/Department: _____

Participant's Name: _____

Telephone () _____ - _____ Date of Birth _____/_____/_____

Acknowledgement of Risk

I acknowledge that I have voluntarily chosen to participate in the above-mentioned activity organized by Saint Martin's University.

I understand the risks involved in this event and I agree to accept any and all risks associated with it including, but not limited to, property damage or loss, injury, illness and death. I recognize that participation in this event may involve hazards including, but not limited to, traveling to or from the location, vehicle accidents, criminal acts, trip (or slip) and fall injuries, limited availability of immediate medical care, and the possible reckless or negligent conduct of other participants or of third-parties. I am voluntarily participating in this event with the knowledge of the risks involved and hereby agree to accept any and all inherent risks of property damage, bodily injury, illness or death.

Release and Indemnification

In consideration of my participation in this event and to the extent permitted by law, I agree to indemnify, defend and hold harmless Saint Martin's University from and against all claims arising out of or resulting from my participation. "Claim" as used in this agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. I hereby voluntarily release and forever discharge Saint Martin's University, its trustees, officers, directors, employees, agents, volunteers and assigns from any and all claims, both present and future, that may be made by me, my family, estate, heirs or assigns. In addition, I hereby expressly agree to indemnify, defend, and hold harmless Saint Martin's University, its trustees, officers, directors, employees, agents, volunteers and assigns for any claim arising out of my participation in this event except for claims arising out of the sole negligence or willful misconduct of Saint Martin's University trustees, officers, directors, employees, agents, volunteers or assigns.

Student Conduct

I understand that the Saint Martin's University Code of Student Conduct and other University policies as stated in the Student Handbook in effect at the time of the execution of this waiver by me apply to this event. I agree to comply with such policies and to follow instructions from University faculty, staff, and chaperones. I understand that my violation of University policy or failure to follow instructions from leaders may result in my immediate removal from Intramurals and further disciplinary action in accordance with the Student Handbook.

Emergency Medical Treatment

I understand and acknowledge that in event of a medical emergency, Saint Martin's University, its authorized employees, representatives, agents or other participants will, if able, contact emergency medical services as well as the

emergency contact listed below on my behalf. I hereby give my consent to such emergency medical assistance and/or treatment, and agree to be financially responsible for the reasonable cost of such services. If needed for treatment, I also authorize the University and its agents to release medical information to an insurance company or health care provider.

I have read and understand the above assumption of risk and release agreement and agree to be bound by its terms.

Signature of Student

Date

Signature of Parent/Guardian (if student is under the age of 18)

Date

Media Release: I understand that SMU staff, faculty, and/or students may take photographs, videos, movies, or sound recordings during activities that may include images of me. I authorize Saint Martin's University and its assigns and transferees to copyright, use and publish such images in print and/or electronically, and agree that the University may use such images or recordings with or without my name and for any lawful purpose, including publicity, illustration, advertising, and Web content.

[If you do not want such images or recordings to be used, please check here. ____]

EMERGENCY CONTACT INFORMATION:

Parent/Guardian: _____

Daytime Phone: () _____ **Evening Phone:** () _____

In an emergency when family/guardian cannot be reached, please contact:

Name: _____ **Relationship:** _____

Daytime Phone: () _____ **Evening Phone:** () _____

Physician's Name _____ **Phone** _____

Health Information

Do you have any medical condition or allergy, or are you taking any prescription medication that we should know about?

