

Austin Peay State
University

Student Travel Policy

POLICIES

Issued: *TBD*

Responsible Official: [Vice President for Student Affairs](#)

Responsible Office: [Office of Student Affairs](#)

Policy Statement

Austin Peay State University seeks to promote safe travel to events and activities occurring beyond the boundaries of university property by students and recognized student organizations.

Purpose

This policy applies to individual students and recognized student organization travel both in cases where the travel is sponsored by the University and in cases where the travel is independent of University sponsorship but where an individual student or recognized student organization travels on behalf of, or with the financial support of, one or more registered student organizations of Austin Peay State University. Examples of activities and events that fall under this Policy include, but are not limited to: Division of Academic Affairs, Athletics, and Student Affairs-sponsored trips, club sports trips, the activities of registered student organizations, University-funded community service travel, and in situations where a student or recognized student organization officially represents the University (e.g., leadership academies, conferences, and other programs).

This policy does not apply to travel undertaken by individual students attending off-campus athletic or recreational events as a non-participant, nor does it apply to students traveling for credit-bearing educational opportunities (e.g., study abroad, study away, student teaching, internships, practicums, etc.; see APSU Policy 2:017).

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- Student Travel Form
- Off-Campus Travel Waiver and Assumption of Risk Form

Links

- APSU Policy 2:017
- APSU Policy 4:015

Definitions (if applicable)

Registered Student Organization	An organization that has been formed for educational, professional, social, recreational or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of Austin Peay State University, has been approved for recognition by the Office of Student Life & Engagement, and maintains a current registration status with the Office of Student Life & Engagement.
University-Sponsored Event or Activity	An event or activity initiated, actively managed, planned and arranged by a member of the University’s faculty or staff, or by members of a recognized student organization granted sponsorship by the University.
Currently Enrolled Student	An individual enrolled in university courses, whether full- or part-time.
Appropriate Administrator	A dean, department chair, or director of an administrative unit, or their designee.

Procedures

General Requirements	All student and registered student organization travel falling within this policy must meet the following requirements: <ul style="list-style-type: none"> i. Recognized student organization travel must be consistent with the organization’s mission and goals. Travel should
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- be planned so as not to create an undue interference with academic responsibilities.
- ii. An individual student or recognized student organization must complete and submit the [Student Travel Form](#) no later than ten (10) business days before the scheduled trip.
 - iii. All students traveling must complete and submit an Off-Campus Travel Waiver and [Assumption of Risk and Release of Liability Form](#) prior to participating in the scheduled trip.
 - iv. All University-sponsored travel must be chaperoned by a faculty or staff mentor, except as provided in the University-Sponsored Travel section below (item iii). Austin Peay State University will view this advisor as the party responsible for the trip. Furthermore, the advisor must carry a copy of all emergency contact information for all students participating in the trip.
 - v. The name and telephone number of the faculty/staff advisor to the recognized student organization must be submitted utilizing the [Student Travel Form](#). Faculty/staff leaders are also required to maintain a copy of the appropriate form and discuss the [Austin Peay State University Student Code of Conduct](#) with the students participating in the trip. The faculty/staff advisor is expected to exchange emergency contact numbers with students and obtain an indication of whom each student desires to be notified in the event of an emergency.
 - vi. All trips are required to follow the Student Travel Guidelines listed in that section below.
 - vii. Any trip taken without submission of a complete and accurate [Student Travel Form](#) or other violations of this policy, may result in individual and/or organizational discipline, together with such additional action as may be deemed appropriate under the circumstances.

Field Trips

Pursuant to this policy, it is understood that travel, as defined above, occurs outside the boundaries of Montgomery County, TN. Journeys outside the boundaries of the University campus but within Montgomery County, TN, whether sponsored by the University or not, are considered field trips. For field trips, at minimum, a manifest of travelers should be kept on file within the organizing academic department or campus unit.

University-Sponsored Student Travel

University's mission and that student safety issues have been addressed; University sponsored student travel must be approved in advance by an appropriate administrator. The appropriate administrator will ensure that the proposed travel request

conforms to the procedures outlined in the APSU Student Travel Guidelines in section VII, below. The following rules apply to the travel of currently enrolled undergraduate or graduate students attending activities or events sponsored by Austin Peay State University that occur outside the boundaries of Montgomery County.

- i. To request authorization, members of the faculty, staff or recognized student organizations who organize activities covered by this Policy must submit a completed [Student Travel Form](#) to the appropriate administrator for approval. The request must be submitted at least ten (10) business days in advance of travel. Sport Club organizations should consult with the Department of University Recreation for specific details concerning exceptions to the ten-business day notice period.
- ii. Sport Clubs officers must attend Sport Clubs Training and will share with members of the club specific information regarding health insurance and the risks inherent in Sport Clubs activities.
- iii. All University sponsored trips must be chaperoned by a staff or faculty member, except with the approval of an appropriate administrator within each division or unit. If students are traveling on their own for the purpose of a recognized student organization, and University funds are being utilized to support the activity, the president of the student organization must meet with an administrator in the appropriate office prior to the trip to review specific trip details.

Non-University-Sponsored Student Travel

Non-University-sponsored travel occurs when travel to an off-campus activity or event outside the boundaries of Montgomery County is required as part of membership in a recognized student organization functioning under the auspices of the Austin Peay State University, but University funds are not utilized to support the travel. Recognized student organizations also may utilize their own funds acquired through fundraising, dues, or other lawful sources, to support non-University-sponsored travel. When participating in non-University sponsored travel, recognized student organizations must submit the [Student Travel Form](#). In addition, the recognized student organization is subject to those requirements described in the General Requirements section of this policy.

Student Travel Guidelines

These Guidelines do not apply to international travel, study abroad or study away travel, or travel under the auspices of the Department of Athletics. For Athletics Team Travel guidelines,

see the Athletics Travel section of this policy below. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with university rules and regulations, the direction of university employees, or applicable law.

Without limiting the foregoing, all trip participants are required to (a) comply with the standards set forth in the [Austin Peay State University Code of Student Conduct](#) and with applicable University policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the University's willingness to permit future similar activities; and (b) conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum that may differ from that applicable on campus. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to the [Austin Peay State University Code of Student Conduct](#).

Please note for university-sponsored travel, it is the responsibility of the department sponsoring the program to assure compliance with these guidelines including any reference policies such as the University's travel policy. The following additional guidelines also apply to all travel activities subject to the Austin Peay State University Student Travel Guidelines:

- i. Pre-trip Meeting: The faculty member, administrator, and/or recognized student organization in charge of the trip, whether sponsored or not sponsored, should hold a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details.
- ii. Transportation: The sponsoring University department should be prepared to arrange for transportation by official University vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles. See APSU Policy 4:015 Travel.
- iii. Accident and Medical Insurance: The faculty member or administrators responsible for the trip shall communicate to the participants that the University does not provide medical insurance for any student's participation in trips.

- All student participants shall be responsible for any medical costs they incur during and/or due to the trip.
- iv. Participation: Except with the permission of the appropriate administrator, friends and family of students are not eligible to participate in travel opportunities falling under the Austin Peay State University Travel Policy. All participants must engage in the planned trip activities. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity. The sponsoring department or organization should prepare and keep a trip manifest on file and share it with the Division of Student Affairs and Campus Police. Trip manifests may include:
 - a. Participant information
 - i. Names of all travelers, including students, staff, and any other participants
 - ii. Emergency contact details for everyone
 - b. Travel details
 - i. Destination(s) and purpose of the trip
 - ii. Departure and return dates and times
 - iii. Itinerary, including planned stops and activities
 - c. Transportation information
 - i. Vehicle details
 - ii. Driver(s) assigned to the trip, with contact information
 - iii. Rental or charter company details, if applicable
 - iv. Airline information, if applicable
 - d. Safety information
 - i. Emergency procedures or protocols
 - ii. Medical information for participants, if needed (e.g., allergies, medications)

Athletic Travel

Austin Peay Athletics is committed to providing a practical and effective policy for managing the risks associated with team travel for intercollegiate athletics and spirit programs. All athletic travel at the university should be conducted pursuant to the [Department of Athletics Team Travel Policy](#).

Related Forms

Student Travel Form

[Link](#)

Off-Campus Travel Waiver and Assumption of Risk Form [Link](#)

Department of Athletics Team Travel Policy [Link](#)

APSU Policy 2:017 Development and Operation of Study Abroad Programs [Link](#)

APSU Policy 4:015 Travel Policy [Link](#)

Revision Dates

[APSU Policy 3:008](#) – Issued:

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
					<input checked="" type="checkbox"/>

Approved

President: (sign upon approval)