



Travel by Student Organizations

Travel events are allowed for all Recognized Student Organizations, (RSO) including recognized Residence Hall organizations and other RSO's with close relationships to University departments. Greek Chapters should consult with Greek Affairs, 332 Nebraska Union, regarding chapter travel. This process should be used for each and every travel event the organization sponsors.

The purpose of the Event Planning and Registration (EPR)/Travel process is to assist student organizations in planning travel events, cover students participating in organization travel with University travel/field trip insurance and provide a method for organizations to access University vehicles for travel related to the organization's purpose. Event Planning and Registration/Travel consultations should be started a **minimum of two weeks before departure (preferably four weeks before departure)**.

PLANNING AHEAD

Your organization should start the **EPR/Travel process 4 - 6 weeks** in advance. You are ready to start the process when you can answer the following questions:

1. What is the destination of the organization's trip?
2. What are the departure and return dates?
3. What is the purpose of the trip and how is it related to the organization's purpose?
4. What method of transportation will the organization be using?
5. How will the organization pay for the cost of traveling?

TRAVEL/FIELD TRIP INSURANCE

The organization's advisor and Student Involvement must approve RSO travel in advance. Approval is granted through the EPR process. Travel/Field Trip Insurance is required for all trips where students participate as a member of an organization. Cost of Travel/Field Trip Insurance is \$0.25 per student, per day. The insurance provides \$30,000 accidental death and \$2,500 accidental medical coverage. Coverage is also available for international travel. The Travel/Field Trip Insurance form must include the name and social security number of each student traveler. The form, which can be obtained from Student Involvement, needs to be completed and returned to Student Organization Financial Services (SOFS) at least two business days before leaving on the trip. Student organization travel always requires an EPR form and Travel/Field Trip Insurance regardless of the destination or method of transportation.

Individuals will need to commit to going on the trip no less than two business days before departure. This is so that travel insurance premiums can be deducted from the organization's account before departure to cover the individuals traveling.

THE PRIMARY ELEMENTS OF A TRAVEL PLAN

1. MEANS OF TRANSPORTATION

Personal Vehicle Use

Students may use personal vehicles when traveling for student organization activities. The trip must still be registered with Student Involvement and Travel/Field Trip Insurance is still required. The student will be responsible for any personal injury or property damage liability resulting from the automobile's use. If personal vehicles are used, there will be less paperwork required but more liability for individual vehicle owners.

Renting Agency Vehicles

Organizations may choose to rent vehicles from a commercial vendor for organizational travel. Registering the trip and turning in Travel/Field Trip Insurance are still required. Often rental agencies have restrictions such as driver's age, deposits and driver's license requirements that may make it more difficult for student organizations to access these vehicles. Be sure to find out all the company's regulations in advance of reserving vehicles. Student Involvement staff are available upon request to review rental agreements.

University Vehicle Rental

Student organizations may rent vehicles from University Transportation Services provided that they are used for an activity directly related to the purpose statement found in an organization's ASUN approved constitution. Under no circumstances may University vehicles be used for recreational purposes not related to an organization's official function. Reservations can be submitted to Transportation Services anytime prior to the desired travel date; however, advance notice alone does not constitute a completed reservation. TRANSPORTATION SERVICES WILL NOT OFFICIALLY RESERVE A VEHICLE FOR STUDENT ORGANIZATIONS PRIOR TO 30 DAYS BEFORE THE INTENDED DEPARTURE TIME. The student organization is responsible for calling or going to Transportation Services within the 30 day frame to complete the reservation. Student organizations are advised to have alternative plans made in case a vehicle is not available. For current Transportation rental rates, consult Student Involvement or check the Transportation website at <http://transportation.unl.edu>. Reservations must be canceled 24 hours in advance of scheduled date and time or departments/student organizations will be assessed a minimum one-day charge for vans that have not been picked up as scheduled.

Travel by Air (Commercial Carrier)

If an organization chooses to travel by air, only commercial airlines may be used. Private/charter aircraft are not to be used. The Travel/Field Trip Insurance will be required as with all such travel. If the organization would like to charge the price of tickets directly to the organization's Student Organization Financial Services (SOFS) account, they should contact SOFS at 222 Nebraska Union for details.

2. DRIVER AUTHORIZATION

No matter what kind of vehicle the RSO will be using for their travel, all drivers must be authorized through the University first. To see if a driver has been authorized by the University, go to Transportation Service's website at: <http://transportation.unl.edu/> and click on "Check Driver Authorization Status" and enter the driver's NU ID Number or Driver's License Number, and their birth date. If the driver is not on the list of authorized drivers, go back to <http://transportation.unl.edu/> and click on "Request Driver Authorization." There is a \$3.00 charge to check Nebraska Driver's Licenses, and rates for out-of-state driver's licenses vary. The money will be charge to your RSO's SOFS account, which you will need to enter at the time of your request. For questions about this process, call Transportation Services at 472-7766.

3. PAYING FOR TRANSPORTATION

The third element in a travel plan is who is paying for the travel. There are several ways this can be organized:

- **Paid for by student organization:**

This method bills all related costs to the student organization's SOFS account. The account must have sufficient funds available to cover all of the costs of the travel plan.

- **Paid for by students who will be traveling:**

This method will require that individuals traveling pay their own costs. Travel/Field Trip Insurance for individuals would still need to be paid through the SOFS account.

- **Paid for by University department:**

From time to time, University departments will co-sponsor travel/field trips with student organizations. Travel/Field Trip Insurance must be paid for from the organization's SOFS account or the department's account.

- **Variations of the methods of payment indicated above:**

Travel/Field Trip Insurance must be paid regardless of methods used.

For more information on organization and personal development skills in the SOAR series, stop by or call UNL Student Involvement, 200 Nebraska Union, 472-2454; or 300 Nebraska East Union, 472-1780. Staff members will be happy to assist you and answer your questions.

student **involvement**
<http://involved.unl.edu>