

Minnesota State University, Mankato University Procedure

Policy Name: University-Sponsored Student Travel	Effective Date 8/1/2025
Custodian of Policy: Vice President for Student Affairs and Enrollment Management	Last Review 9/2024
Date of Adoption	Next Review 9/2030

Procedures in support of University-Sponsored Student Travel Policy

Academically Related Travel:

Academic field trips can be an important component of the education provided in the classroom. Academic field trips can enhance the content of a course or academic endeavor by providing visual and hands on information that cannot be conveyed in the classroom setting. The Sponsoring Unit is required to comply with the following:

- a. Required field trips offered in connection with a university course will be listed in the syllabus (*best practices from like institutions, contractual issue?*)
- b. Any charge related to the field trip or academically related travel for a university course is a student fee that must be approved in advance as an approved course fee.
- c. In addition to the above, for a field trip of one day or less, the instructor must provide the academic dean or applicable director's office the [Participation List & Emergency Communications Plan \(in development\)](#)
- d. Out-Of-State travel must be approved by Office of the Provost. It is recommended approval is obtained **a minimum of 30 days** prior to travel.
- e. Field trips or academically related travel that involve an overnight stay also require the following:
 - i. Appointment of a Sponsoring Unit Contact Person
 - ii. Emergency Communication Plan
 - iii. Completion of student travel registry (*in development; see Student Travel Procedures*)
 - iv. Completion of MSU Liability Waiver form
 - v. Trip Orientation and Expectations: The instructor or appointed Trip Coordinator will provide the participants with an orientation prior to departure. The orientation will vary based upon the nature of the trip. Orientation should provide students with the following information as applicable: Trip destination, travel itinerary, route, rest and meal stops, lodging and air transportation information, appropriate clothing or gear, discussion of risks associated with the trip and the established

rules and protocols for the trip. See the [sample Participant Agreement](#) with sample rules and protocols.

- vi. On the Trip. The instructor or appointed Trip Coordinator is responsible for the following:
 - a. Accounting for all students on a daily basis.
 - b. In case of any incident resulting in injury, any criminal activity involving travelers as victim or perpetrators, property loss, potential dismissal of a disruptive participant, violation of trip rules or other unusual activity, the employee will contact the Sponsoring Unit Contact person and report the activity, as soon as practicable. The Sponsoring Unit Contact Person shall report any criminal activity or property loss that occurs on the trip to University Security, Tory Kruggel, head of Clery Compliance to meet the university's reporting requirements under Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act.
 - c. In case of emergency, the university employee or Appointed Trip Coordinator may call the University Security (507)-389-2111. Additionally, the university employee or Appointed Trip Coordinator is encouraged to contact The Center for Global Engagement (507)-389-6724 and/or Safety & Risk Management (507)-389-5568.

Co-Curricular Trips:

Co-Curricular Trips can enhance a student's learning experiences while a student at MSU, Mankato, however, this type of travel is not part of the regular academic curriculum. The Sponsoring Unit is required to comply with the following requirements.

- a. For a trip of one day or less, the Sponsoring Unit must provide the Office of Student Activities the [Participation List](#).
- b. In addition to the above, trips that that involve an overnight stay also require the following:
 - i. Appointment of a Sponsoring Unit Contact Person
 - ii. Appointment of a Trip Coordinator
 - iii. Completion of student travel registry (*in development; see Student Travel Procedures*)
 - iv. Completion of MSU Liability Waiver form
 - v. Trip Orientation and Expectations: The Trip Coordinator will provide the participants with an orientation prior to departure. The orientation will vary based upon the nature of the trip. Orientation should provide students with the following information as applicable: trip destination, travel itinerary, route, rest and meal stops, contact person information, lodging and transportation information, appropriate clothing or gear, discussion of risks associated with the trip and the established rules and protocols for the trip. See the [sample Participant Agreement](#) with sample rules and protocols.
- vi. On the Trip. The Trip Coordinator is responsible for the following:
 1. Accounting for all students on a daily basis.

2. In case of incident of injury to a traveler, any criminal activity involving travelers as victims or perpetrators, property loss, potential dismissal of disruptive participant, violation of trip rules or other unusual activity, the Trip Coordinator will contact the Sponsoring Unit Contact Person and report the activity. The Sponsoring Unit is responsible to report any criminal activity or property loss to [University Security](#).
 3. In case of emergency, the Trip Coordinator may call the University Security (507) 389-2111.
- v. Students traveling on co-curricular trips must be in good academic standing (i.e., must not be on academic probation or suspension) and must not be on conduct probation for a Student Conduct Code violation unless travel is approved by the Vice President of Student Affairs. The Sponsoring Unit may submit the list of students to the Center for Global Engagement in order to determine the student's eligibility for the trip.

Transportation:

- a. **Automobile:** For required field trips related to classes, transportation to the site(s) should be made available. Students may take their own transportation, but faculty may require that students utilize the provided transportation where vehicular travel space is limited or to reduce environmental impact.
- b. Vehicles operated by any Minnesota State University employee, student, or other authorized person for MSU/State business must comply with [MSU Vehicle Use](#) and [State Vehicle Usage](#) policy, the lease or rental of full-size passenger vans (those larger than 10 passengers, including the driver) for university sponsored travel is prohibited.
- c. Drivers of a vehicle used for a student trip must agree that they will:
 - i. Have a valid US driver's license.
 - ii. Use and require all passengers to use seat belts or other available occupant restraints and require all occupants to do likewise in accordance with state laws. (The number of passengers may not exceed the number of seat belts.)
 - iii. Operate the vehicle in accordance with applicable university and MinnState policies, know and observe all applicable traffic laws, ordinances and regulations, and use safe driving practices at all times. MSU adheres to the State Vehicle Use Policy with certain additions set forth in this policy. All drivers who drive vehicles for MSU business must sign a [Vehicle Consent Agreement](#) (VUA).
 - iv. Assume all responsibility for any and all fines or traffic violations associated with their use of the vehicles.
 - v. Take sufficient breaks and rotate drivers to remain alert.
 - vi. Not drive between the hours of 1:00 am and 5 am. Exceptions can be granted by the Sponsoring Unit if appropriate.
 - vii. Not allow the use of alcohol or drug use by anyone in the vehicle.
 - viii. Not use handheld electronic devices while driving.
 - ix. Not transport unauthorized passengers such as hitchhikers, family members, or friends.

- x. Turn off the vehicle, remove the keys, and lock the vehicle when it is left unattended.
- xi. Drive the vehicle at speeds appropriate for road conditions.
- xii. Immediately report all accidents involving any vehicle used for trip to the police and the Sponsoring Unit. The Sponsoring Unit is responsible for completing the Safety & Risk Management [Report of Incident](#) within 5 days.

A [Driver's Agreement](#) may be used for to obtain the driver(s) agreement.

- d. Airline travel Airline tickets purchased by the university must be purchased with an appropriate university P-card. Faculty and employees should not use personal credit cards to buy tickets for themselves, students or other employees for university travel.

Automobile Insurance Information:

A description of the university's automobile insurance coverage can be found on the [MSU Vehicle Use site](#). *Rental Vehicles:* All vehicles that are rented by MSU in the United States and Canada are automatically covered physical damage under the university's insurance for the first 30 days. Physical damage coverage is also provided for vehicles when rented using the university P-card. The P-card must be in the name of the vehicle driver for coverage to apply.

Registered Student Organizations that are renting vehicles follow the guidelines on MSU's [Vehicle rental](#) page.

Personal Vehicles:

Faculty, staff, volunteers or students who use their personal vehicles to travel on official university business should be aware that the university's insurance coverage does not extend to personal vehicles. The vehicle owner's insurance is considered the primary coverage in the case of an accident.

What to do in case of an emergency/car accident

- a. If there are any injuries, call an ambulance. Most communities have a "911" system that would allow you to call a single number to dispatch all necessary emergency services.
- b. Call the local police or highway patrol and report the accident.
- c. Call the Sponsoring Unit Contact Person. This contact is responsible for contacting the appropriate campus officials. If the contact is not available, call the Campus Security dispatch (507)-389-2111 or [Campus Security Authorities](#)
- d. Make or assist students in making arrangements for the students' alternative travel and/or lodging. The students may wait for repairs or may make alternative travel plans.
- e. Advise the Sponsoring Unit Contact Person of what the plans are for each student.
- f. Contact MSU Security for completion of any additional reporting. (507)-389-2111. The person most knowledgeable about the incident should complete the report. If there are questions about filling out the report, contact [Campus Security Authorities](#)
- g. To report incidents of domestic violence, dating/relationship violence, sexual assault, or stalking, discrimination/harassment (protected class) you may opt to report the incident

directly to the [Office of Equal Opportunity and Title IX](#) in Armstrong Hall 112; 507-389-2986; or online on their website. The Office of Equal Opportunity and Title IX will take a report of on-campus or off-campus conduct that impact the University community.

Accommodations of Students with a Disability:

If any student with a disability requires accommodation to participate in the trip, the sponsoring unit should contact [Accessibility Resources](#) for assistance in providing reasonable accommodations.

Compliance with University Policies and Trip Requirements:

All faculty, staff and students participating in a university related travel are bound by applicable [university policies](#), including the [Workplace Environment](#) policy. The university has provided [Crime Reporting Requirements](#) to assist with the compliance with the requirement to report certain crimes which may occur on overnight student trips.

Expectations for Sponsoring Units:

The Sponsoring Unit is responsible for the trip and will assist the traveling students and the Instructor or Trip Coordinator as necessary in planning the trip, maintaining the appropriate information about students on the trip and responding to incidents, emergencies and accidents.

The Sponsoring Unit will report any criminal activity or property loss to the Office of Clery Compliance to assure appropriate reporting under the Clery Act. Sponsoring Units that would like to have assistance in planning a trip so as to minimize risks may contact MSU Center for Global Engagement, and Safety and Risk Management.

Expectations for Student Travelers:

a. Conduct

Each student is required to act in a responsible and appropriate manner. Each student is required to refrain from behavior that may pose a risk or harm to themselves or others. Each student assumes the risks related to the activity. Students must comply with any written requirements for conduct established by the sponsoring unit and must comply with the [Student Conduct Policies](#) at all times during the university related trip. Any infractions by traveling students should be reported to the Sponsoring Unit and the MSU Vice President of Student Affairs Office. Students who fail to comply with conduct rules may be subject to discipline, including dismissal from the trip with a requirement to return to the University or the student's home and may be charged under the Student Conduct Code.

- b. Travel and Emergency Funds:** All travelers should be aware that the university assumes no responsibility for providing students with funds in case of emergency. Each student should be prepared to assume their costs of travel and lodging if there are unanticipated delays or other incidents which may require additional expenditures. Each department or registered student organization should advise students that they should be

prepared to provide funds to cover expenses in the case of an unforeseen emergency. Costs such as uncovered medical costs, food and hotel charges may be necessary, and students should be prepared to pay these costs.

Medical Consents and Medical Insurance Information:

MSU, Mankato has no source of insurance which provides medical coverage for student travelers in domestic settings. Any student who is traveling is required to have their own medical insurance. University employees are covered by the MSU workers' compensation program if injured in the course and scope of employment. Any costs not covered by the traveler's insurance will be the responsibility of the traveler. Those planning a trip should advise travelers to carry identification and their medical insurance cards with them.

The Sponsoring Unit should request copies of the students' medical insurance cards and ask students about any medical conditions, allergies that may be relevant in the case of an emergency. If students are going on an extended trip, the Sponsoring Unit may request students to sign medical consent forms authorizing them to give consent in cases of emergency ([sample medical consent form](#)). This information is confidential and should be secured by the Sponsoring Unit and not disclosed to third parties unless necessary for the medical treatment of the student. (?) seek clarification re: HIPAA regulations

Important Phone numbers:

University Security (24 hour dispatch)	(507)-389-2111 security@mnsu.edu
Center for Global Engagement	(507)-389-1341/ (507)-389-6724
Dean of Global Education	(507)-389-1488
Safety and Risk Management	(507)-389-5568

- a. I've 3 or more students in one trip.

Appeal procedure:

Students who are deemed ineligible for participation may submit an appeal, through the following process:

1. The student submits a written statement explaining the reason(s) for which they believe that they should not be required to adhere to the Minnesota State Mankato University-sponsored travel policy student participation eligibility requirements.
If the appeal is because of a conduct case, they should indicate the nature of the alleged incident and reasons for which they believe an exception to the eligibility requirements.

2. Student must provide one letter of support or other supporting documents from faculty or staff who can comment on their preparedness for the university-sponsored travel program.

3. If the appeal is part of an academic exchange or short-term program through the Center for Global Engagement, the appeal would need to be approved prior to the student's placement at the host school/host program. If the host school (and/or the Exchange agreement or Partner provider) has a separate eligibility requirement, the student would need to follow any additional appeals process, if applicable.