

**Policy Title:** Student Domestic Travel

**Policy Summary:** Obtaining Approval for Student Domestic Travel

**Policy Category:** Administration & Operations

**Policy Owner:** Risk and Insurance Office

### Policy Summary

This policy outlines the process for obtaining approval for student domestic travel through the Risk and Insurance Office and establishes expectations for student behavior during travel as outlined in other applicable institutional policies.

### Purpose

This policy is intended to enhance safe domestic travel by students to events and activities occurring away from Drake campus by establishing parameters for approval of individual and group student travel related to voluntary and class required field trips, activities of registered student organizations and any registered students who is officially representing the University.

### Scope

For purposes of this policy, the scope of activities and events covered by this policy include but are not limited to sponsored field trips, club sports, activities of registered student organizations, students attending professional conferences, community service travel, study away at another institution and when a registered student organization is representing the University directly to the President of the University.

**Student Domestic Travel:** Student travel within the United States for activities and events including sponsored field trips, club sports, activities of registered student organizations, students attending professional conferences, community service travel and when a registered student organization is representing the University.

Types of trips covered under this policy include:

- Any class required field trips;
- Any voluntary trip that is part of a registered student organization;
- Any individual or group travel that is registered and is traveling on behalf of and representing the University; or
- Any study away program at another institution.

Type of trips not covered by this policy:

- Any student attending an athletic/recreational event as a non-participant; or
- Any individual or group that is not a registered and recognized university organization.

### Policy

All domestic student travel must be approved prior to departure from the University. Approval requests must be submitted to the Risk and Insurance Office using the [Risk Mitigation and Trip](#)

including accidental death benefits for travel connected to athletic competition and practice. Coverage per person will be in addition to any other coverages for those traveling while on authorized University sponsored business.