

# Student Travel Guidelines

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**SHEPHERD**  
UNIVERSITY

Dear Trip Coordinators,

Student travel accompanied by employees is highly encouraged as it provides valuable engagement of all kinds for our students. Student travel is governed by the Division of Student Affairs in collaboration with Academic Affairs, Administration and Finance, and Athletics. Student Travel Guidelines are to be followed by any faculty or staff planning trip(s) involving enrolled students whether coordinated through a course, a sports team, or a program. Safety is a top priority for all travelers. These guidelines have been designed to ensure quick communication, convenient processes, and support for our employees and students while traveling nearby or across the world. All types of travel have been considered when preparing these guidelines.

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*The PURPOSE of these policies is to **ensure a quick and accurate response** in the event of inclement weather, an accident, an illness, or death, at which time the Division of Student Affairs will be able to respond to parents and first responders with factual information. Nothing is worse than telling a parent, “I’m not sure if your child was on the bus.”*

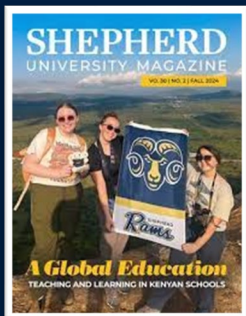
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At a high level, this process is quite simple. However, travel is not. In the General Timeline section, you will find steps to obtain permission from your supervisor, collect proper documentation, and familiarize yourself with emergency plans. In the remaining sections, you will find policies and processes for other important items.

Thank you for your support in keeping our students and campus safe.

Holly Morgan Frye

Vice President of Student Affairs and Director of Community Relations



# TABLE OF CONTENTS

Hold down the ctrl key and click on a section header to navigate quickly to that section or navigate to the page number associated with the section.

<b>TIMELINE OF PROCESS</b>	<b>4</b>
<b>TRIP PLANNING INFORMATION</b>	<b>5</b>
DESTINATION SITE(S)	5
TRIP AND GROUP ORIENTATION MEETING	5
TRANSPORTATION	5
LODGING	6
ITINERARY	7
ACCOMMODATIONS FOR PARTICIPATION ON A TRIP	7
FINANCIAL CONSIDERATIONS	7
IDENTIFICATION CONSIDERATIONS	7
TRIP CONTINGENCIES	8
INTERNATIONAL TRAVEL	8
<b>EMERGENCY PLANNING AND ACTION</b>	<b>8</b>
LIABILITY AND RELEASE WAIVER	8
LIABILITIES	9
IN THE EVENT OF AN EMERGENCY	9
<b>RECORDS AND DOCUMENTATION</b>	<b>10</b>
ADDITIONAL INSURANCE	11
PROPERTY CLAIMS	11
COMPLIANCE WITH UNIVERSITY POLICIES	12
TRAVEL TO TABLER FARM	12
<b>STUDENT TRAVEL REQUEST FORM (RAMPULSE)</b>	<b>12</b>
REVIEW OF TRAVEL REQUEST FORM - FOR DEANS, DEPARTMENT CHAIRS, OR VICE PRESIDENT OF STUDENT AFFAIRS ONLY	13
APPROVAL OF THE TRAVEL REQUEST FORM – STUDENT AFFAIRS STAFF	14
<b>TRIPS AS ‘EVENTS’ IN RAMPULSE</b>	<b>14</b>
RSVP OPTION IN EVENTS	14
<b>CHECKING-IN AUTHORIZED TRAVELERS</b>	<b>15</b>
<b>EXCUSED ABSENCES AND COMMUNICATION TO CAMPUS</b>	<b>15</b>
POST-TRIP REQUIREMENTS	16
<b>ATHLETICS</b>	<b>16</b>
<b>APPENDIX A: VOCABULARY AND DEFINITIONS</b>	<b>17</b>
ELEMENTS OF TRAVEL	18
LEVELS OF RISK	18
TYPES OF TRAVEL	18
<b>APPENDIX B: ADMINISTRATOR PROCESSES</b>	<b>19</b>
SENIOR STUDENT AFFAIRS STAFF	19
BUILDING EVENT IN RAMPULSE	19

## TIMELINE OF PROCESS

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*Note: The **Trip Coordinator** is the employee or staff member in charge of the activity requiring travel off-campus, and who will be traveling with students. Additional details related to the following steps are covered throughout this document.*

### **FIRST: Request Approval from Supervisor**

Complete this step prior to announcing travel to students.

1. Review guidelines included in this document.
2. Designate the [Trip Coordinator](#) who will be responsible for completing most steps found in this document and will be traveling with the students.
3. Identify [type](#) of trip, [level](#) of risk, and expected [elements](#) of the trip.
4. Submit the [EMPLOYEES: Student Travel Request](#) form to your supervisor (Dean, Department Chair or Vice President of Student Affairs) through RamPulse which includes the following. (See [Request Form \(RamPulse\) section](#)).
  - Purpose of trip
  - Itinerary
  - Emergency information depending on the duration of the trip

**NEXT: Receive [Approval for Student Travel](#)** by Supervisor (Dean, Department Chair or Vice President of Student Affairs). Then, complete the following:

1. Create a detailed itinerary for your travelers. (See [Itinerary](#) section)
2. Collect signed [Liability and Release Waivers](#) from all travelers in an effort to collect names, student ID, cell phone numbers, emergency contacts of all travelers, and inform travelers on liability.
3. Schedule an [Orientation](#) meeting and distribute trip itineraries.
  - Coordinator: Download the Campus Labs Check-in App. (See [Checking-In Authorized Travelers](#))
  - Travelers: Download the Corq App for their Event Pass

### **LAST: Finalize Travel Arrangements**

1. Gather and store necessary documentation. (See [Records and Documentation](#) section)
2. Receive email from Senior Student Affairs Staff with:
  - Trip's [Event Access Code](#) for "checking-in" students
  - SharePoint link for Trip Coordinator to save travel roster, final itinerary, and liability and release waivers for quick access by university administrators.
3. Upload roster, waivers, and other information to SharePoint site 24 hours prior to departure.
4. Upon departure, [Check-In](#) all travelers using the Campus Labs Check-in App. This is a critical step as it provides the exact (not just expected) list of travelers for the Senior Student Affairs Staff who will assist you should an emergency arise.

**In the event of an emergency, call 9-1-1 then call SU Police Department at 304-876-5202.**

## TRIP PLANNING INFORMATION

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The following sections provide further detail around the elements of travel.

### Destination Site(s)

The Trip Coordinator should be familiar with all site(s) and prepare a site safety plan to present to travelers (participants) during an Orientation meeting. Consider the nature of the trip including location, terrain, accessibility, culture, customs, and other relevant information about the trip. The Trip Coordinator should determine what skills are necessary, what students should do to acquire those skills, and how competency will be evaluated prior to the trip. The number of supervisors for the trip and their competency level should be based upon the number of students and range of their skill levels.

If a class requires regularly scheduled trips to Tabler Farm, the faculty member (trip coordinator) should include the dates of travel and the requirement for travel in their syllabus. The Dean and/or Department Chair should be made aware of the expectation for students to travel for this course and how they will be traveling to Tabler Farm. (See [Tabler Farm](#) section for more information).

### Trip and Group Orientation Meeting

The Trip Coordinator should provide travelers with some form of orientation, at minimum in written form, prior to departure.

- For short trips, the Trip Coordinator should provide a brief summary of the activities and timeline (page 1 of [Sample Itinerary](#)).
- For an overnight or multi-day overnight trips, the Trip Coordinator should provide an [itinerary](#) including clear and accurate language regarding the activities of the trip to all travelers prior to departing.

The type of student travel will again dictate the level of detail needed in the orientation. **Orientation materials should include** the trip destination, trip purpose, trip itinerary, travel route, rest and meal stops, lodging and transportation, contact information for the trip coordinator and local emergency protocols, expected forms of payment by traveler, and items responsible by travelers, appropriate clothing or gear, and the established rules and protocols specific to the travel. It is important to share with the travelers that Shepherd University does not pay for loss or damage to personal property. Consider procedures for a “buddy system” as well as information on local, cultural, customs, and legal requirements.

In addition, materials should include a summary of activities and physical requirements students will encounter, any known or unusual circumstances that would require advance preparation or equipment, and any known unique hazards.

### Transportation

The type of travel, number of students, and destination locations will determine the method of transportation required. Below are the types of transportation and things to consider for each.

- **Walking in the Shepherdstown Locale**

It is not necessary for Trip Coordinators to complete the RamPulse **Employee: Student Travel Request form** when the trip is within walking distance. However, it is expected that trip details are shared with the direct supervisor – Dean, Department Chair or Vice President of Student Affairs – at least 24 hours prior to departure. Make sure all travelers have access to the planned route. Check in with students regarding necessary accommodations. (See [Special Accommodations](#) section for more information)

- **Driving Employee's Vehicle**

It is strongly encouraged to use rented vehicles for any student travel rather than driving a personal vehicle. Shepherd University has a contract with Enterprise. Contact Procurement with details. Anyone driving a personal vehicle should understand that their personal auto insurance for both liability and property damage will be the primary insurance to cover damages. Transporting students increases the driver's personal liability. See [Travel Regulations](#) on the Procurement website.

- **Students Driving and/or Car-pooling**

Students may wish to drive their personal vehicle or make their own travel arrangements with the Trip Coordinator's approval. Students should be discouraged from doing so and must be made aware that they will be traveling at their own risk and understand their own auto insurance is primary. The University is not liable for physical damage to personal vehicles or medical compensation for students or their passengers for injuries as a result of utilization of personal vehicles. Transporting students increases the driver's personal liability. This must be communicated to a student who is permitted to use their personal vehicle or transport others. In instances where a Trip Coordinator has required students to accompany group travel, but a student has documented accommodation to do otherwise, the Trip Coordinator should work closely with Accessibility Services to meet the accommodation.

- **Renting a Vehicle (car, van, or bus)**

Determine your transportation needs in advance to allow time to make the necessary reservations. Vehicles should be rented through [Enterprise Rental Car](#) to benefit from contract pricing. Atlantic Coast Charters out of Hagerstown has been used by the Athletic Department; however, it is not required to use their services. All bus contracts must go through Procurement for approval. Contact Procurement for any guidance or needs related to vehicle rentals. See [Travel Regulations](#) website.

- **Air Travel**

See [Travel Regulations](#) website.

## **Lodging**

Lodging premises and locations should be safe or written documentation stating associated risks (i.e., dangerous terrain in the surrounding area, densely populated cities, accommodations in high crime areas) should be provided to travelers. Consider the distance to other accommodations when reserving lodging.

## Itinerary

An itinerary should be provided to all travelers regarding the details of the trip and uploaded in the EMPLOYEE: Student Travel Request form. Use the [Sample Itinerary](#), if a template is needed.

Prior to writing out your itinerary, identify the following:

- Identify destinations, lodging arrangements, meal locations, and needs for additional food or resources for trip (when applicable)
- Type of transportation needed: rental van; bus; plane; personal vehicle
- Rentals (vehicle, van or bus) or tickets (train or plane) required
- Intended route(s) to all locations and rest stops in between
- Name of driver(s), when available

The following fields will be requested in the [EMPLOYEE: Student Travel Request Form](#) on RamPulse related to your itinerary.

- Trip Name
- Trip Coordinator
- Purpose of Trip
- Trip Length (in days/nights)
- Departure Date, Time, Location, and Form of Transportation
- Return Date, Time, Location and Form of Transportation

## Accommodations for Participation on a Trip

If any student has documented disabilities, specific necessities, or special diet requests that may need to be accommodated, please contact Accessibility Services no later than two weeks prior to the trip departure date. Any documented accommodation through the university's Office of Accessibility Services must be made available to the Trip Coordinator.

<http://www.shepherd.edu/accessibility>

Phone: 304-876-5122

Email: [accessibility@shepherd.edu](mailto:accessibility@shepherd.edu).

## Financial Considerations

Students may not have access to funds on a regular basis. During the orientation meeting, identify the locations, vendors, and type of payment that is expected by each traveler. Note when cash, credit, or pre-paid tickets are required. Contact Procurement when providing a meal per diem to travelers is desired. This may take two weeks to prepare a cash advance.

## Identification Considerations

Although it is expected that students carry their student IDs, government issued IDs, or passports, this is not always the case. During the orientation meeting, state what type of identification is required and how to safely carry and store this identification during the trip.



## Trip Contingencies

Even with the best planning effort, things can still go wrong. Try to anticipate what complications could arise and develop contingency plans. Examples include: a student needs to leave early because of a personal emergency; a student violates established rules; or weather or transportation delays or cancellations. Understand any contract limitations or restrictions. The unused portion of pre-paid trip expenses will not be refunded.

It is impossible to completely eliminate all risks. The following information is designed to serve as a guide to assist employees in making a reasonable effort to ensure a safe, educational experience for students participating in travel under their guidance. Most claims against colleges and universities associated with travel can be attributed to the following:

- Lack of planning
- Lack of supervision
- Failure to establish and enforce policies or rules
- Failure to provide proper or well-maintained equipment
- An unsuitable site

## International Travel

Travel internationally will require longer and more detailed planning; however, all guidelines throughout this document are expected. Additional planning may include:

- Detailed travel itinerary with emergency information per location.
- Make sure you have checked travel advisories and local requirements.
- Travelers need to carry passport. Ensure passports are valid for at least six months beyond your travel dates and that you have required visas for your destinations.
- Consider travel insurance which would cover medical emergencies, lost luggage or other unforeseen events.
- Provide details regarding acceptable currency and or credit cards accepted in the countries you are visiting as well as if there are any fees associated with foreign payments.
- Consider using luggage trackers, universal travel adapters/voltage converters.

## EMERGENCY PLANNING AND ACTION

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The type and scope of the student travel indicates the level of emergency planning needed. If the trip location is remote, it is strongly recommended that at least two people on the trip have first aid skills, a first aid kit, and a cell phone or appropriate means of communication in the event emergency aid is needed. Confirm that cell phones will operate to/from the travel site. Also, determine a protocol for circumstances that may necessitate the supervisor leaving the group to accompany an injured or ill student.

## Liability and Release Waiver

All travelers **MUST** read and sign a Liability and Release waiver. Trip Coordinators can provide a link to the fillable PDF version or provide a hard copy to travelers. However, signatures must be signed with wet ink. Waivers should be collected and saved on the provided (by Student Affairs) SharePoint site no later than 24



hours prior to departure. If no other documentation is provided by the students for contact information, it is recommended to travel with the waivers in order to access emergency contact numbers.

## Liabilities

Under the definition of “Who is Insured”, employees are covered but only for acts within the scope of their employment or while performing duties related to the conduct of Shepherd University business.

- Negligence - Failure of one who owed a **duty of care to another** to fulfill that duty, resulting in injury to the party owed the duty of care. Negligence can occur both by doing something that a reasonable, prudent person would not do in a particular situation or from failure to do what a reasonable, prudent person would do in a certain circumstance.
- Duty and Risk - Duty to attendees (i.e., students) **to discover and correct any unreasonable dangerous condition or to warn of its existence**. Duty and risk liability takes into account that in certain situations potential dangers are obvious to all travelers. Sponsorship of an activity (i.e., field trips, intercollegiate athletics) creates a special relationship and heightens the obligation of university employees to supervise and prepare students for the foreseeable hazards that they might encounter during travel.
- Duty to Warn/Educate travelers - A duty **to warn Student Travel travelers of known hazards** and prepare students for the foreseeable hazards they might encounter during the trip. When faculty or staff are aware of conditions that may pose an unreasonable risk to a student traveler, especially those hazards that may be unclear to a casual observer, there is greater potential for institutional liability.
- Duty to Use Reasonable Care - A duty to **provide reasonably safe conditions** for participation in student travel. There is an obligation to provide a reasonably safe environment for students when Student Travel coordinators know or should have known of a potentially dangerous situation. Good judgment is required by all Student Travel organizers in exercising this responsibility to use reasonable care in planning and implementing travel.
- Assumption of Risk - In many situations, students assume the obvious and inherent risks associated with a Student Travel activity that cannot be eliminated by the exercise of reasonable care. The authorized traveler is required to **act responsibly and not be negligent**.

## In the Event of An Emergency

Trip coordinators should attend to the injured and then determine what condition(s) or act(s) caused the injury or illness. The decision to remain with an injured student or the group should be made in consultation with the Senior Student Affairs Officer On-Call who again can be reached via SUPD.

- If a student has been in an accident (of any kind) or requires immediate medical attention, dial 911.
- If the student is transported to a hospital or arrested, call the on-call number for Student Affairs.
- No matter the incident, an Incident/Accident Report should be sent to the appropriate staff listed on the form. The form and additional information can be found here:  
<https://www.shepherd.edu/accident-incident/>

**In both cases, provide the name and description of the event to the operator or SU employee.** SUPD will be notified by the Senior Student Affairs Staff On-Call who will then notify the students' emergency contact.

The Senior Student Affairs Staff will work closely with faculty, staff, students, community and families to ensure everyone is informed and cared for until they return to campus.

Other important phone numbers include:

- **SUPD (On-Duty):** 304-876-5202
- **SUPD (non-emergency, office hours):** 304-876-5374
- **Student Affairs/Dean of Students:** 304-876-5030/304-876-5307
- **Shepherd University Health Center:** 304-876-5161
- **Accessibility Services:** 304-876-5122
- **University Switchboard:** 304-876-5000

The Trip Coordinator should initiate any steps necessary to prevent similar incidents in the future. Things to look for are:

- Specific sequence of events that led to the emergency;
- Conditions that may have contributed to the emergency; and
- Statements from eyewitnesses, if available.

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**IMPORTANT:** *The authorized travelers (participants) should know how to contact both the trip coordinator and the institution in case of separation from the group, as well as locate the first aid kit and local authorities. Therefore, cell phone numbers should be shared.*

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## RECORDS AND DOCUMENTATION

Prior to travel, the Trip Coordinator is expected save the following electronic documents onto a SharePoint site (or OneDrive) provided by a Senior Student Affairs Staff member. This SharePoint link will be sent once the EMPLOYEE: Student Travel Request form has been reviewed and approved by the supervisor.

- **Signed Liability and Release Waivers** for all travelers
  - Students under the age of 18 requires parent/guardian signature.
- **Final Itinerary** for all days/dates
- **Roster of travelers** should include the following information; however, note Liability and Release Waivers can act as a roster as long as trip advisors carry a copy with them during the trip and it includes the following information.

• Name	• Emergency Contact Phone
• * <b>Student SID #</b>	• Secondary Emergency Contact Full Name
• Cell Phone	• Secondary Emergency Contact Relationship
• Emergency Contact Full Name	
• Emergency Contact Relationship	

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**\* IMPORTANT:** *It is critical to have the student's correct Student ID# (9-digit number on the front of the student's Rambler card) as this will provide the Administration the ability to access information about the correct traveler. There are often times students will have similar names or use preferred/nick names.*

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While traveling, the Trip Coordinator should **have in their possession** the following:

- **Contact information** [for all reservations (vehicle rentals, hotel reservations, excursion details, etc.)]
- **Printed Itinerary** [for trips outside of the local area or overnight trips]
- **Roster of travelers.** Be sure to do a head count of travelers while traveling from different locations. The list of information should be per traveler, kept in a safe and secure location where others do not have access.
- [optional] Copy of Insurance Cards, when travel includes activities with physical contact, extraneous terrain, or international trips.

While traveling, the **authorized travelers** (both student and employee participants) **should have in their possession** the following:

- Driver's License (photo ID or passport, depending what is required)
- Medical Insurance Card
- Contact Information for the Trip Coordinator
- Emergency contacts. Ideally, these contacts should be in their phone under and labeled as ICE – "In Case of an Emergency".

The Trip Coordinator should **collect and maintain** the following documentation during the trip:

- Receipts for all transactions
- Summary of incidents that required any emergency care (no matter how small)
- Summary of incidents that may have violated the Student Handbook

## **Additional Insurance**

Travelers (all trip participants) are responsible for their own medical insurance coverage for travel just as they are while attending classes on campus. In certain circumstances, it may be reasonable for departments to require proof of health insurance or a medical care plan. Examples might include trips with known physical hazards or trips requiring special physical skills or fitness levels.

## **Property Claims**

All losses or damage to university property should be reported to the SUPD or local Police Department. Be advised, the use of personal property by employees or students is at their own risk. Shepherd University does not pay for loss or damage to personal property.

## Compliance with University Policies

All travelers must understand that University policies for faculty, staff, and students apply to student travel regardless of the location. Activities and settings should be consistent with Shepherd University policies including but not limited to policies on alcohol and drug use, vehicle use, student misconduct, principles of academic freedom, and policies on sexual misconduct. (See [Student Handbook](#))

## Travel to Tabler Farm

Continuous travel to Tabler Farm for a class does not require the submission of the EMPLOYEE: Student Travel Form for each instance. The trip coordinator should email their supervisor prior to the first trip to Tabler Farm and provide dates, times, purpose, and type of transportation offered to students. It is expected that the trip coordinator collects the liability and waiver documents as well as take attendance upon arrival at the Farm. This attendance should then be shared with the Dean of Students at the end of the academic year.

## STUDENT TRAVEL REQUEST FORM (RAMPULSE)

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Trip Coordinators should first receive confirmation by supervisor that the trip is approved. There are two steps to this approval process.

1. Complete the [Travel Authorization Form](#) for procurement regarding financial commitments, if applicable.
2. Complete the [EMPLOYEES: Student Travel Request](#) form.

The **Travel Authorization** Form can be found on the [Procurement website](#) under travel.

The **EMPLOYEE: Student Travel Request** Form is accessible in RamPulse or Brightspace. The last step before submitting the form, trip coordinators will be asked to “Add Reviewers”. In this field, insert the email of your Dean, Department Chair, or Vice President of Student Affairs (for non-academic travel). It is recommended to also include any administrative assistant who also needs to be informed. This will provide an email to your supervisor for approval to travel.

Submitting the EMPLOYEE: Student Travel Request Form

1. Sign into RamPulse using your Shepherd University credentials (email/password)
2. Submit the [EMPLOYEES: Student Travel Request](#) form.
3. Fill in all fields
4. Submit.

**Items to Prepare** for request submission:

- Budget breakdown to include in the Travel Authorization form and be sent to and reviewed by your supervisor prior to departure
- Itinerary ([Sample](#))
- Expected roster (class, team, open to all)
- (optional) Image for Trip to be used in RamPulse Event ([Example](#) on RamPulse):

- Dimensions: Image should be 1300px by 780px or larger and horizontal in orientation. All images will be cropped to a 1.67:1 aspect ratio.
- File Type: JPG, JPEG, GIF, PNG and PDF.
- File Size: Use a photo that's no larger than 10MB.
- General: Avoid images that have text or logos. PDF files will not have a preview and cannot be cropped.

Supervisors will receive an email notification with your travel request. The supervisor will provide approval (Thumbs Up) or denial (Thumbs Down). At which time, a Senior Student Affairs Staff will acknowledge the travel request and create out a RamPulse event for this trip. The Event will provide students and potential travelers the opportunity to learn more about the travel, determine their interest, and provide you an Event Access Code for check-in. (See [Checking-In Authorized Travelers](#)).

**IMPORTANT:** If a RamPulse event has been created on behalf of your organization/club for this travel, include the organization “Student Travel” as a co-host on the event.

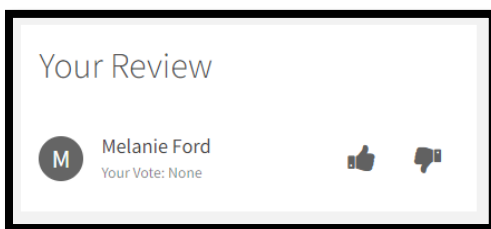
### **Review of Travel Request Form - For Deans, Department Chairs, or Vice President of Student Affairs Only**

Trip Coordinators will be asked to provide the email address of their supervisor at the end of the Student Travel Request form. This will send an email to the Deans, Department Chairs or Vice President of Student Affairs. The supervisor will receive an email notification from RamPulse requesting the Review and endorsement of this trip. A “Review” section will appear in the top right-hand corner of the Student Travel Request form (see below).

#### **Steps:**

- In the “Review Form Submission: Student Travel Request” email, click on “Review Submission”.
- Then, click “Expand All” to see complete form.
- Click the **Thumbs Up** once you have reviewed and **approve** the details of said trip.
- Click the **Thumbs Down** if the information provided is incorrect, incomplete, or the request is **denied**. Place note as to why this was denied.

THIS IS THE OFFICIAL APPROVAL FOR TRIP COORDINATORS.



If a form receives the **Thumbs Up**, you can move forward with advertising and planning the trip.

If a form receives the **Thumbs Down**, the Dean of Students will deny the form and the Trip Coordinator will receive an email noting the denial. By refusing the form, it will permit the employee to resubmit.

IMPORTANT: It is critical for the Reviewer (Dean, Department Chair, or Vice President) to place a comment at the bottom of the RamPulse form stating the reason it was denied.

## Approval of the Travel Request Form – Student Affairs Staff

Senior Student Affairs Staff are the only employees who will have access to technically “approve” the RamPulse form and therefore triggering a the build out the trip’s RamPulse Event. Once submitted, your form will be pending. Remember, if you have a “thumbs up” by your supervisor, it is approved.

## TRIPS AS ‘EVENTS’ IN RAMPULSE

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An Event is created on behalf of the Trip Coordinator within the [Student Travel](#) page on RamPulse. This will 1) advertise the experience (when open to all students), 2) provide an Event Access Code for check-in of all travelers, and 3) store the list of all travelers for procurement and emergency purposes. The Event will be built based on the information provided by the Trip Coordinator in the Student Travel Request form.

The following wording will be included in the detail section of each Event. If there is additional need-to-know information about the trip, be sure to include this in the “Trip Description” section of your Student Travel Request form.

*Student travel accompanied by employees is highly encouraged at Shepherd as it provides valuable engagement of all kinds for our students. **Students interested in or required to participate in this trip will need to complete the Liability and Release Form.** The Trip Coordinator for this trip is:*

- Trip Coordinator:
- Trip Coordinator's Email:
- Trip Coordinator's Ph. #:

*All questions related to this event and the travel arrangements should be directed to the Trip Coordinator. Only students who have completed the Liability and Release waiver will be permitted to travel off campus for this event. You will need to download the Corq App and provide your Event pass upon departure.*

## RSVP Option in Events

While completing the [Student Travel Request](#) form, Trip Coordinators will be asked if the trip roster is:

- **Closed** (meaning specific students have been identified by class roster, group roster, or team roster for this trip). The Trip’s Event will not be visible in RamPulse for most students. It will only be visible for a class list, group roster, or invited individuals.
- **Open** (meaning any enrolled Shepherd University student can participate). The Trip’s Event will be visible to any individual with access to RamPulse. There will be no RSVP option for the Event. Provide any restrictions or additional details in Student Travel Request form’s description section on how students will be informed of their approval to travel.
- **Open but limited** (by number/application; all enrolled SU students are encouraged to participate but seats are limited). The Trip’s Event will be visible to any individual with access to RamPulse and an RSVP option will be available on the Event. It is important to articulate limits in the details section of the Student Travel Request form.

- **Open to the public** (all invited – students and others). The Trip’s Event will be visible to all individuals who visit <https://shepherd.campuslabs.com/engage> (RamPulse). It is acceptable to provide a limit by RSVP or deadlines. You should specify in the Student Travel Request form description if there are additional steps to apply or get approved to travel for this specific trip.

## CHECKING-IN AUTHORIZED TRAVELERS

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Trip Coordinators **MUST** check-in all travelers upon arriving at the departure site (when traveling together) or the destination site (when traveling individually) once everyone arrives through the Campus Labs Check-in App. To check-in [Authorized Travelers](#), download the [Campus Labs Check-in App](#). When the Trip “Event” is created in the [Student Travel](#) page on RamPulse an ‘Event Access Code’ will be generated. A Senior Student Affairs Staff member will email this code to the Trip Coordinator who will use it to scan (check-in) students upon departure.

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*It is critical that all travelers maintain accurate information in Banner for their contact and emergency information. To update information in Banner, visit <https://www.shepherd.edu/registrar/personal-information-change/>*

*Or follow these steps:*

- 1. Log into Rail*
  - 2. Click Student information*
  - 3. Click on Update Addresses and Phones, then insert accurate info.*
  - 4. Click on Emergency Contacts, then insert accurate info.*
  - 5. Click Exit (X out of the web browser)*
- 

Student and Employees traveling should download the [Corq App](#) and locate their [Event Pass](#). Checking-in travelers will provide the Vice President for Student Affairs and the Dean of Students direct access to the individual’s identification and therefore, emergency information stored in Banner.

Use the **Quick Steps for Check-In Process** PDF for additional steps.

## EXCUSED ABSENCES AND COMMUNICATION TO CAMPUS

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Approved travel is an excused absence – according to the Shepherd University Student Handbook Attendance Policy. If this trip will potentially cause students to miss class while traveling, it is recommended that an email be sent out to faculty-l email list serve. It is recommended for this email to go out at least 48 hours prior to departure and include language that provides the details of the event as well as the participants traveling.

An example email, “The students in **[CLASS#]** class will be traveling to **[DESTINATION – City and State]**, on **[Day of week, Date(s)]**, to **[short description of purpose]**. Students will be leaving campus at **[time]**. and not returning until roughly **[time]**. Please excuse them from class and activities during this time, but they should reach out to you about how to make-up any missed work. The students going on the trip are: **[list of student’s names only]**



## Post-Trip Requirements

The Trip Coordinator is responsible for submitting a **Travel Expense Settlement** form to the Procurement department with all required attachments. This documentation must be submitted within a reasonable period of time or 15 days from the last day of approved travel, in order to qualify for reimbursement of expenses unless expressly approved in advance by the Office of Procurement Services.

All p-card purchases related to this trip will require credit card reconciliation in Oasis. Review P-Card Quick Reference Documentation link on the [www.shepherd.edu/procurement/procurement-purchasing-card-program](http://www.shepherd.edu/procurement/procurement-purchasing-card-program) for required documentation including student activities expenses and student group travel expenses.

It is critical that you use the list of participants who in fact traveled as your Travel Roster. The Dean of Students can provide you this list from RamPulse due to the use of the Campus Lab Check-In App. Simply email for access.

## ATHLETICS

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The Athletic Department travel policies and processes may differ from the above processes.

It is expected that when students **travel for an athletic team which does not accompany participation** (official practice, strength and conditioning, or competition), that the above processes will be followed. Including the [Student Travel Request](#) form and completion of the Liability and Release Wavier by each student-athlete or student participating.

When **athletic participation is involved**, the Head Coach shall follow the policies and processes designed by the Athletic Department. Their travel roster shall be placed in TeamWorks (athletic compliance and recruitment software). If a deviation to this roster is done at the time of departure, it is the responsibility of the head coach to communicate to the Athletic Department through an update to the travel event in TeamWorks. An email specifying those traveling to an away game shall include all travelers and be sent to [employees-l@shepherd.edu](mailto:employees-l@shepherd.edu).

At the time of an emergency, the coach should contact the Director of Athletics with detailed information. It will be the responsibility of the Athletic Department's administration to contact the Student Affairs Senior Staff on-call.

## APPENDIX A: VOCABULARY AND DEFINITIONS

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**Student Travel** by employees is highly encouraged as it provides valuable engagement of all kinds for our students. Student Travel is governed by the Division of Student Affairs in collaboration with Academic Affairs, Administration and Finance, and Athletics. Student Travel Guidelines are to be followed by any faculty or staff planning trip(s) involving enrolled students whether coordinated through a course, a sports team, or a program.

For the purpose of this document, **travel** will be referenced to a trip off-campus and covers any type of travel (for a class, for a club/organization, for a program, one-day, multiple days, walking, by plane, rented vehicle, personal vehicle, etc.) that includes enrolled students.

**Authorized Travelers** are defined as employees or student participants in an official University sponsored/authorized program who have completed the Liability and Release Waiver.

**Campus Labs Check-In App** is a mobile application for scanning in (checking in) students prior to departure for a trip. Trip Coordinators will need the Event Access Code provided by Dean of Students. (Available for [Apple](#) and [Android](#). Click links to download)

Event Pass is a personal QR code generated through RamPulse. Employees and students can [access their Event Pass through Corq](#).

**Corq App** is a mobile application used by students to find Events (trips) and access their Event Pass (personal QR code), which will be scanned by the Trip Coordinator prior to departure. Click link to download app.

**Itinerary** is a document providing both a timeline of travel and other information for supervisors and travelers. It is not necessary to use the provided templates but it is recommended to ensure all information is provided. (See [Itinerary Sample](#))

**Liability and Release Waiver** is a required document to be signed by all travelers 24 hours in advance of the departure and shared with the Dean of Students.

**Roster of Travelers** is a list of participants and their contact/emergency information to be shared with the Dean of Students no later than 24 hours in advance of departure.

**Student Travel Request Form** will be used by the Trip Coordinator who will be accompanying travelers to receive approval for taking students off campus. This is a RamPulse form.

**Trip Coordinator** is the employee or staff member in charge of the activity requiring travel off-campus, and who will be traveling with students.

## Elements of Travel

- **Location:** In town, local, in-state, out-of-state (local), out of state (domestic) and international
  - In town, which means no transportation is provided and includes trips to the river, downtown shops, etc.
  - Local - West Virginia: Berkeley, Jefferson and Morgan Counties;
    - For trips within Jefferson and Berkeley Counties a trip advisor can be a professional staff or a Graduate Student from the department that is planning the trip.
  - Out of State (Local): Frederick and Loudon Counties in VA and Washington County in MD
    - For trips outside Jefferson and Berkeley Counties, West Virginia or trips that are farther than 25 miles from Shepherd University, a full-time professional staff must serve as the Trip Advisor.
  - Out of State (Domestic): travel beyond the out-of-state local counties in VA/MD
  - International, which means any travel outside of the United States of America.
- **Method of Transportation:** walking, personal car, carpooling, vehicle rental, van rental, bus rental, train, or plane
- **Duration:**
  - **Short Trip** – less than one day
  - **Extended Trip** – one overnight stay
  - **Multiday Trip** – multiple overnight stays
- **Size of Group**
- **Activity:** risk factors involved in the specific activity

## Levels of Risk

- **Low:** student will be observing, listening, or speaking
- **High:** student will be actively engaging in physical labor or will be in an environment where safety is of concern (worksites, athletic competition, etc.)

## Types of Travel

- **Academic Field Trips:** Research-Based Trips, Cultural Immersion, Scientific Excursions, or Industry Tours
- **Study Abroad or International Trips:** Short-Term Study Abroad or International Research Trips
- **Internship or Practicum-Related Field Trips:** Internship Visits or Clinical or Practicum Rotations
- **Capstone or Senior Experience Trips:** Capstone Project Trips or Field Work for Theses
- **Activities/Leadership Trips:** Tours of nearby cities, social engagement at a local adventure park/etc., or
- **Service Learning/Community Engagement Trips:** Volunteer or Service-Learning Trips or Community-Based Research
- **Civic Engagement and Advocacy Trips:** Political/Social Advocacy or Lobbying & Government Visits
- **Professional Development or Career-Oriented Trips:** Outdoor Adventure/Leadership Retreats, Career Fairs and Conferences, or Worksite Visits and Shadowing
- **Recreational/Extra-Curricular:** Debate, Band, and Athletic Competitions

## APPENDIX B: ADMINISTRATOR PROCESSES

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### Senior Student Affairs Staff

The following are the steps a Senior Student Affairs Staff should take during the process for Student Travel.

#### Step-by-Step:

1. Receive the email notification when a **Student Travel Request form** is submitted through RamPulse.
2. **Confirm the Dean, Department Chair, or Vice President for Student Affairs has reviewed and either provided a Thumbs Up or Thumbs down on the form.**
3. Download Student Travel Request Form submissions (Excel) from the Rampulse.
4. Save Excel File in VPSA > SU Leadership Channel > Travel > Submitted Trips folder. Override previous list of Trips.
5. Create an Event in the RamPulse Student Travel Organization based on the information provided in the Student Travel Request form.
6. Click into the Event's details and obtain the Event Access Code.
7. Type message at bottom of Student Travel Request form noting the Event was built.
8. Email Trip Coordinator, SASS on-call staff member and VP for Student Affairs. Include:
  - a. Event Access Code
  - b. SharePoint Folder Link to save Travel Roster, Itinerary, Liability and Release Waivers.
9. Approve Student Travel Request Form
10. Create reminder in outlook calendar to remember to confirm that the proper documentation has been saved on SharePoint site 24 hours prior to departure.
  - a. If not available, contact supervisor.

### Building Event in RamPulse

Senior Student Affairs Staff will be responsible for creating an Event in RamPulse for each trip approved.

The following link will help provide instructions on creating the Event:

[https://scribeshow.com/viewer/Creating\\_an\\_Event\\_in\\_RamPulse\\_NNk8iBR0SGW8ng1raN6\\_Ug](https://scribeshow.com/viewer/Creating_an_Event_in_RamPulse_NNk8iBR0SGW8ng1raN6_Ug). Utilize an image similar to the one below for the Event image within this process.