



Policy Name:	Student Travel
Effective Date:	Unknown
Last Revision Date:	September 1, 2023
Last Review Date:	September 1, 2023
Approving Authority:	Northwest Leadership Team
Responsible Office:	Student Affairs
Category:	Student Life

Purpose:

The information contained in this policy is required to be completed by University Faculty and Staff when planning and conducting classroom and/or co-curricular trips.

Student Domestic Travel Instructions

Page 2. The Student Travel Overview Form. This form should be filled out by the University personnel responsible for the trip. This form is designed to clarify the travel conditions and expectations of both the University and Student. This information will help to insure that there is clear communication between the University and the Student.

Page 3. This page should be filled out by the student. This includes verification that each student understands the expectations and provides emergency contact information. This form should be turned in to the appropriate office PRIOR to departure and should remain on file with the Department supervising the trip until the trip is over.

Pages 4 and 5. These pages serve as the Release of Liability. Each student should read and sign the form. This form should remain on file with the Department supervising the trip.

Page 6. Student Roster. One form (or additional if necessary) should be filled out and remain on campus for ease of emergency contacts. A copy may be taken on the trip to serve as a roster for the trip advisor/sponsor.

General Guidelines

1. These forms should remain on file during the trip.
2. All applicable state and local laws must be followed.
3. The trip organizer should have the approval of the appropriate department chair or supervisor.
4. In the event that there is no faculty or staff sponsor, one student should be designated as a contact person in the event that the University needs to get in touch with the group.

**NORTHWEST MISSOURI STATE UNIVERSITY
NON-CURRICULAR STUDENT TRAVEL DETAILS FORM**

This form is to be completed by University faculty/staff organizing and/or leading the trip.

Department/Office hosting trip:

Purpose of trip:

Date of departure:

Departure Time:

Date of return:

Return Time:

Destination (include itinerary if multiple destinations):

Faculty/University sponsor/organizer(s) in attendance (if any):

University coordination for this trip will include:

TRANSPORTATION

- University will provide transportation
- Student will provide transportation
- Reimbursement will be provided
- No transportation will be provided

REGISTRATION FEE(S)

- University will pay
- Student will pay
- Waiver or Reduction of Registration Fee
- No Registration Fee

HOUSING

- Student will pay
- University will pay
- University will make reservations
- Student will make reservations
- No Housing Needed

MEALS

- University will pay
- Student will pay (Meals not covered in Registration)
- No Meals required

**NORTHWEST MISSOURI STATE UNIVERSITY
STUDENT TRAVEL VERIFICATION AND CODE OF CONDUCT**

This page is to be completed by students participating in the trip.

By signing below, I acknowledge that I have received and reviewed the Travel Details Form associated with the trip.

I understand and agree that the trip is governed by the University's policies and procedures, including the Student Code of Conduct and the Title IX policy. I agree to follow all applicable University policies and procedures as well as all directions from University faculty and staff organizing and leading the trip. I also agree to follow all laws and regulations applicable to me while traveling outside of Maryville, Missouri. I understand that failure to follow University policies or procedures or applicable law may result in disciplinary action, up to and including dismissal from the trip and/or dismissal from the University. I understand that if I am dismissed from the trip for any reason, I will be solely responsible for my return travel from the trip. I understand that it is my responsibility to inform my parents or guardians of this trip if they want information about it.

I understand and agree that I must complete the University Organized Student Travel Waiver, Assumption of Risk, and Release Agreement prior to participating in the trip.

Please print Emergency Contact and phone number. Do not list someone who is on the same trip.

Emergency Contact:

Emergency Phone Number:

I hereby acknowledge that I have read, understand and agree to this Student Travel Verification and Code of Conduct.

Printed Name of Student Participant:

919#:

Phone Number of Student Participant:

Signature of Student Participant: _____

Date:

**NORTHWEST MISSOURI STATE UNIVERSITY
UNIVERSITY-ORGANIZED STUDENT TRAVEL**

WAIVER, ASSUMPTION OF RISK, AND RELEASE AGREEMENT

In consideration of the opportunities provided by Northwest Missouri State University, its board, employees, volunteers, participants, and all other persons or entities acting in any capacity on its behalf (collectively referred to as "University"), in conjunction with my participation in this travel opportunity ("Event"), I, on behalf of myself, my children, my parents, my heirs, assigns, personal representatives and estate, agree as follows:

1. I understand that the University has prepared a Travel Details form and a Student Verification and Code of Conduct document associated with the Event ("Instructions"). I acknowledge that I have reviewed the Instructions, understand them, and agree to be bound by their terms. I agree to abide by the Instructions and any other applicable University policies and procedures while participating in the Event. I understand that failure to follow Instructions or any other applicable University policy or procedure may result in my dismissal from the Event or the University. If I am dismissed from the Event or the University while I am participating in the Event, I understand that I may be financially responsible for my return travel from the Event.
2. I understand that the University has coordinated with third-party vendors to provide food, lodging, and transportation associated with the Event.
3. I understand that my participation in this Event is completely voluntary.
4. I acknowledge that my participation in the Event entails known and unanticipated risks, which could result in physical or emotional injury, paralysis, death, or damage to myself, to property, or to third parties. I understand that there are inherent risks in domestic and international travel as well as in other activities I undertake in conjunction with the Event (such as independent travel or free-time activities). I acknowledge that some of these risks may not be foreseeable. I understand that these risks include, but are not limited to, unexpected costs/expenses, accident, mistake, crime, safety hazards, inadequate facilities/equipment/training, natural disasters, weather conditions, travel (including but not limited to travel by car, train, boat, or airplane), and medical risks (such as physical injury, disease, including communicable diseases like COVID-19, and risks associated with negligent or unavailable/delayed medical treatment or international medical care); particularly in the case of foreign travel, these risks also include but are not limited to those relating to political/legal/social/economic conditions, medical emergencies, quarantines, travel bans, language barriers, consumption of unfamiliar food, civil unrest or hostility, terrorism, and/or war.
5. I confirm that I have resolved concerns, if any, about my health or ability to participate in the Event with my physician before deciding to participate in the Event. I further certify that I am willing to assume the risk of any medical or physical condition I may have.
6. I understand that University is not an agent of, and has no responsibility for, any third party which may provide any services including venue, food, lodging, travel, or other goods or services associated with the Event. I understand that the University accepts no responsibility, in whole or in part, for delays, loss, damage or injury to persons or property whatsoever, caused to me or others prior to departure, while traveling, or while staying in lodging. I further understand that University is not responsible for matters that are beyond its control. I expressly agree and promise to accept and assume all of the risks existing in this Event. My participation in this Event is purely voluntary, and I elect to participate despite the risks.
7. If I elect to drive myself or ride as a passenger to a University event in a personal vehicle or any other vehicle that is not operated by a University employee, I understand personal injury to me or any third party, physical damage to the vehicle or any third-party vehicle, or damage/loss to personal property contained in any vehicle is not insured or otherwise covered by the University or the State of Missouri. If I am a driver, I should

maintain appropriate insurance coverage. I will refer to my policy or contact my agent for coverage specifics concerning use of my private vehicle when participating in a University activity. If I am a passenger, I should ensure that the student driver maintains appropriate insurance coverage before agreeing to travel in a student operated vehicle.

8. **I hereby voluntarily release, waive, and forever discharge any and all claims of negligence against University that relate in any way to any activity I undertake in conjunction with the Event, including transportation associated with the Event.**

9. I understand that University may not maintain an insurance policy that would provide coverage in the event that I am injured during the Event or cause any injury during the Event. I certify that I have adequate insurance to cover any injury or damage I may cause or suffer while participating in the Event, or else I agree to bear the costs of such injury or damage myself.

In the event that I file a lawsuit against University, I agree to do so solely in the State of Missouri, and I further agree that the substantive law of Missouri shall apply without regard to conflict of law rules. I agree that if any portion of this Agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

By signing this document, I expressly state that I have had sufficient opportunity to read this entire Agreement. I certify that I am at least eighteen (18) years old.

I further certify that I have read and understood this Agreement, and I agree to be bound by its terms.

Signature of Participant: _____

Printed Name:

Date Signed:

Date of Birth:

Address:

Phone Number:

STUDENT TRAVEL ROSTER

The department sponsoring the trip is responsible for completing the roster and ensuring this form kept on file during the trip. Submit the form to the department chair/school director and the University Police Department.

Purpose of trip:

Destination:

Departure Date (mm/dd/yy):

Return Date (mm/dd/yy):

Address at destination:

Faculty/staff sponsor in attendance:

Phone number of contact (or university employee) at destination:

STUDENTS TRAVELING IN A UNIVERSITY VEHICLE:

Student Name	Emergency Contact	Emergency Telephone
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
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14.		
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18.		
19.		
20.		

STUDENTS TRAVELING IN A PERSONAL VEHICLE:

Student Name	Emergency Contact	Emergency Telephone
1.		
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