

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Student Club/Organization Travel Policy	4-013 STUDENT SERVICES March 2013
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POLICY

- 1.01 Students participating in OSU Institute of Technology (OSUIT) travel out of the Okmulgee city limits must be accompanied by at least one OSUIT faculty, employee or agent acting as the event sponsor/advisor. The event sponsor(s) is the party responsible for the trip.
- 1.02 Students must have a minimum 2.0 OSUIT GPA to participate in travel on a club trip.
- 1.03 Students found in violation of the Student Code of Conduct may be sent home from OSUIT travel at the student's expense and other appropriate disciplinary action may be taken.
- 1.04 When making lodging accommodations, female students must be housed with female students and male students with male students. Advisors must never be housed with students.
- 1.05 All students traveling with clubs/student organizations must be in university or commercial vehicles. Students will not be allowed to drive personal vehicles on student club/organization trips. Exceptions to this policy must be approved by the Director of Student Life and the Vice President of Student Services.
- A. OSUIT assumes no liability for a student choosing to ride in a private vehicle to or from any off campus destination.
 - B. Trip insurance must be purchased for students even though they are traveling in a private vehicle.
 - C. The university does not provide insurance coverage for students operating a privately owned vehicle. The trip insurance required for student travel does not include insurance on vehicles. The owner/driver will be responsible.
- 1.06 Any exceptions to these policies must be approved by the Director of Student Life before the date of the event.

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- 2.01 Prior to any travel, a Campus Activity Request and Trip Insurance form must be submitted and approved by the Student Life Office. For overnight student club trips, a Field Trip form must be completed and approved. No additional arrangements may be made until the forms are approved.
- 2.02 When traveling out of state, the Out-of-State Travel Request form must be submitted to and approved by the President of OSUIT prior to travel.
- 2.03 If the student organization advisor has a P-Card, he/she may make student-only hotel reservations with their P-Card as long as the cost does not exceed the purchasing limits of the P-Card or the club account balance, whichever is less.
- A. Advisor accommodations may not be charged to the P-Card. The Fiscal Services Office can make arrangements for hotel reservations for advisors in advance.
 - B. The hotel can charge the P-Card for the (student) room and tax charges. The original invoice/receipt should be attached to a club disbursement request and turned into the Student Life Office within three (3) business days after return to campus.
- 2.04 The person responsible for each trip should have emergency contact information accessible for each traveler.
- 2.05 General safety requirements for both operators and passengers:
- A. Insurability: drivers must be insurable per OSU Risk Management.
 - B. Seat Belts: occupants of motor vehicles must use seat belts or other approved safety restraint devices at all times.
 - C. Alcohol and Illegal Substances: occupants of any vehicle shall not possess, consume, or transport any alcoholic beverages or illegal substances. Drivers shall not use alcohol within eight (8) hours prior to, or during, operation of motor vehicles.
 - D. Passenger Capacity: the total number of passengers may not exceed the number of authorized seatbelts available.
 - E. At least two qualified drivers must be used if traveling farther than 350 miles one way, or if the trip is expected to extend later than 2:00 a.m.
 - F. The maximum number of hours a driver may drive in any twenty-four (24) hour period is eight (8) hours.
 - G. Drivers must refrain from using electronic devices while the vehicle is in operation.