

Policy Number	203.000
Policy Title	TRAVEL POLICY
Responsible Officers	Chief Financial Officer
Responsible Offices	Chief Financial Officer
Summary	This policy defines the travel procedures and guidelines when University or Ben Lippen School faculty, staff or student participates or sponsors an activity sanctioned or authorized by the University or school.
Definitions	<p><i>Duty of Care:</i> The legal obligation of the University and Ben Lippen School to provide necessary safeguards, training, education, etc. to individuals whose actions could foreseeably harm themselves or others.</p> <p><i>Extracurricular or extra academic activity:</i> Activities performed by students that fall outside the realm of normal curriculum of University or Ben Lippen School education. These would include athletic games, matches and practices.</p> <p><i>Field Trip:</i> An activity sanctioned by the University or Ben Lippen School and held under the direction of an authorized employee.</p> <p><i>Off-Campus Trips:</i> An activity authorized by the University or Ben Lippen School, but may not be held under the direction of an authorized employee.</p>
Approving Body	Academic Council; Administrative Council
Approval Date	Admin C – 01.18.2018
Last Revision	January 2019
Re-evaluation Date	

When it has been determined there is no duty of care then the Field Trip and Off-Campus Trip Notifications Form is not necessary.

All University faculty, staff or volunteers that drive University vehicles, owned or leased, for which the University has a duty of care must undergo routine screening. All drivers must be University authorized drivers. Forms and screening are the responsibility of the Chief Financial Officer's office. All volunteers must undergo additional background checks. Under no circumstances are students allowed to drive other students to University or Ben Lippen School sanctioned events where a duty of care exists.

All trips outside the continental United States must be reviewed and approved by Ben Lippen School Administration and/or the CIU Administration. Trips may be canceled

