MISSOURI SOUTHERN STATE UNIVERSITY STUDENT TRAVEL CODE OF CONDUCT

It is expected that all students traveling on behalf of the University, conduct themselves in a manner that will encourage public confidence and overall respect for the University. The following policy applies to all persons traveling to meetings, conferences, retreats, or other activities using Missouri Southern State University funds. Individuals who do not sign this policy will NOT be approved to travel.

Sponsoring student organizations and/or individuals may be held responsible for their actions during travel. Abuse of alcohol/drugs or other irresponsible behavior can adversely affect the status of the organization and the student’s status for future travel plans. The Division of Student Affairs expects that all unlawful and disrespectful behavior be reported to the Dean of Students.

1. Alcoholic beverages are prohibited in MSSU vehicles or in rental vehicles utilized for University travel.
2. Alcoholic beverage consumption under the age of 21 and the use and/or possession of illegal drugs will not be tolerated
   a. Individuals over the age of 21 must conduct themselves in an appropriate manner and exhibit good conduct as a representative of the University. If so choosing to drink no purchasing for minors, no driving, and no open public intoxication.
3. Traffic violations while driving any vehicle during a University function will be the driver’s responsibility.
4. Participants are expected to attend all business meetings, workshops, and other scheduled event programs. Social events and tours will be at the discretion of the Advisor(s).
   a. Failure to attend the conference unless authorized by an Advisor, Dean, or Vice President, may result in the student having to repay all travel expenditures made by MSSU on the student’s behalf
5. Participants must be prompt and prepared for all meetings and sessions
   a. Dress appropriately and interact professionally
   b. Students must report all accidents, injuries, illnesses, or significant incidents to the Advisor(s) immediately.
   c. Any additional travel expense incurred without prior approval will be at the student(s)/participant(s) own cost unless warranted by the Advisor(s)
6. Participants are responsible for their own actions. Any type of theft, vandalism, or other unwarranted behavior to another person or property while on the trip will be at the financial expense of the person responsible for the act.
7. Students will stay on conference/hotel grounds at all times unless instructed by the Advisor directly.
8. In order to attend the trip, conference, etc the participant must abide by these rules and sign the code of conduct
9. The Advisor(s) shall have authority and supervision of the event and its participants.

By signing this document, I am accepting full responsibility as a representative of Missouri Southern State University for my actions and will adhere to the above policies. I understand that if I violate any policy, the Advisor(s) may take the necessary actions to protect the reputation of the University. I understand the risks associated with traveling, and despite these risks, choose to continue on the trip. I further agree to comply with all applicable laws and ordinances and MSSU regulations, rules, and policies. I further hereby agree to defend, indemnify and hold harmless to the MSSU institution from any judgment, settlement, loss, liability, damage or costs, including court and attorney fees that may incur as a proximate result of any act or omission on my part during the participation in this trip. I further agree that the University has the right and permission to record my participation and appearance in any form of media in an appropriate manner. I will assume responsibility for all costs incurred by me while attending the trip, including medical care if needed.

I HAVE READ THIS AGREEMENT AND WILL UPHOLD TO THE POLICIES IN THE CODE OF CONDUCT.

Name of Participant______________________________________         Signature________________________________________________

Date______________

Participant Address_________________________________________________________________________________

Participant’s Phone_______________________

Parent/Guardian (if under 18)_________________________________________________________________________________________

Parent/Guardian Phone number______________________________________________________

EMERGENCY CONTACT

Name_______________________________________   Address_________________________________________________________________

Phone________________________