

## Student Domestic Travel Policy

Missouri Southern State University (the "University") is committed to providing its students with learning, cultural, and enrichment opportunities on and off campus. The University has enacted this policy to help University faculty and staff plan University sponsored or affiliated activities (collectively, "Event(s)") that involve domestic travel. University faculty and staff that are planning an Event that involves student(s) and domestic travel must comply with the procedures outlined herein. This policy does not govern Events that involve international travel. International travel should be coordinated through the Institute of International Studies. This policy also does not govern travel for student athletes who are traveling for in-season University athletic competitions. In-season travel for official University athletic competitions is coordinated through the Athletics department.

All University Events that involve domestic travel and that are subject to this policy must be registered with the University and pre-approved by an appropriate Vice President or the Athletic Director. To register the Event, the University faculty or staff organizing the Event must submit a **completed Institutional Travel Pre-Approval Request for Absence**, including all necessary signatures of approval, to the Office of Student Affairs at least three days prior to leaving for the Event. A copy of the Institutional Travel Pre-Approval Request for Absences can be obtained at <http://policy.mssu.edu>.

The University faculty or staff organizing the Event must also provide the Office of Student Affairs with a completed **Student Travel Roster** at least three days prior to leaving for the Event. A copy of the Student Travel Roster can be obtained at <http://policy.mssu.edu>.

Every University student participating in the Event must complete the **Travel Code of Conduct and Assumption of Risk, Release, and Waiver of Liability Agreement**. The University faculty or staff organizing the Event is responsible for ensuring that every student completes and returns the Agreement. A completed Agreement for every University student participating in the Event must be provided to the Office of Student Affairs at least three days prior to leaving for the Event.

All car/van travel governed by this policy must comply with the University's car rental policy.

Failure to comply with this policy may result in the University denying the Event.