

<b>Section:</b>	II.3.72	
<b>Title:</b>	Student Travel	
<b>Effective Date:</b>	May 9, 2019	
<b>Approved By:</b>	President	
<b>Responsible Unit:</b>	Student Affairs (609) 771-2201; sa@tcnj.edu Academic Affairs (609) 771-3080; academic@tcnj.edu	
<b>Related Documents:</b>	<ul style="list-style-type: none"> <li>• Expectations and Standards for Off-Campus Conduct (XI.3.4)</li> <li>• Student Rights and Freedoms (XI.1.20)</li> <li>• Alcohol and Other Drugs Policy (XI.1.1)</li> </ul>	
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	May 9, 2019	Revised
1.0	April 18, 2018	New Policy; Initial Release

## I. INTRODUCTION

As a state educational institution of New Jersey, The College of New Jersey (“TCNJ” or the “College”) is comprised of a diverse community of learners, dedicated to the free inquiry and open exchange of knowledge, to excellence in creativity, scholarship, and citizenship, and to the transformative power of education. In support of the development of these ideas, and as a reflection of the College’s mission and core beliefs, the College organizes and supports off-campus experiences that afford intellectual, cultural, and social enrichment for members of its community. Students, faculty, and staff who embark on TCNJ organized or sponsored travel are ambassadors of our institution.

The College seeks to promote the health and safety of students, faculty, staff and other members of the College community at all times. While the College cannot guarantee the health and safety of individuals, the purpose of this policy (the “Student Travel Policy” or “Policy”) is to establish definitions, guidelines, and procedures that will help to promote safe travel. This policy provides the minimum requirements for student travel. College units responsible for student travel may require additional standards to address unique requirements associated with a particular program, trip, or destination. Additionally, the College encourages all students, faculty, staff and other members of the College community to use sound judgment and exercise reasonable care for self and others at all times as shaped by the College’s values and defined by local, civil, and criminal codes.

## II. DEFINITIONS

**Appropriate Administrator** - Refers to a College faculty or staff member (*e.g.*, a vice president, dean, department chair, director or coordinator of an administrative unit, etc.) that is responsible for the organization, management, and/or direction of travel for the participating Students. While acting as an Appropriate Administrator, faculty and/or staff members are expected to act reasonably within the scope of their employment with the College.

**Designated Official** - A College faculty or staff member who is designated by an Appropriate Administrator to fulfill the responsibilities assigned to them regarding Student Travel during times in which the Appropriate Administrator cannot fulfill the duties themselves. While acting as a Designated Official, faculty and/or staff members are expected to act reasonably within the scope of their employment with the College.

**Event** - Shall refer to a single instance of a planned meeting, presentation, function, or other activity bearing some relation to the College (*e.g.*, in connection with an Recognized Student Organization [RSO] or academic program for which the College would grant credit), which occurs outside the geographic boundaries of the College's campus in Ewing Township. This may include Events where the Student Travel does not include an Appropriate Administrator or Designated Official physically traveling with the Student(s) (*e.g.*, Students studying abroad at TCNJ Study Centers or at a TCNJ exchange partner location).

**Organized Event** - Refers to any Event, which is initiated, planned, and arranged by an Appropriate Administrator, Designated Official, or other faculty, or staff member.

**Recognized Student Organization (RSO)** - A student group recognized by the Student Government or Inter Greek Council; annually registered with the Division of Student Affairs; and in good standing in accordance with Student Organization Privileges and Responsibilities (see <https://conduct.tcnj.edu/files/2016/07/StudentOrganizationPrivilegesandResponsibilities-8.31.16.pdf>).

**Sponsored Event** - Shall refer to any Event for which any resources owned or controlled by the College (*e.g.*, monetary funds, vehicles, equipment, etc.) are utilized in any way, regardless of the amount, and/or any Event to which the College sends Students to participate as official representatives of the College.

**Sponsoring Unit** - The center, institute, program, department, office or other academic or administrative unit of the College that has primary responsibility for organizing, sponsoring or overseeing a Sponsored Event.

**Student** - Includes all persons who accept an offer of admission to the College, register for undergraduate or graduate courses or maintain matriculation in an

undergraduate or graduate degree program at the College, either full-time or part-time, degree seeking or non-degree seeking, and have an academic record with Primary Academic Web Services (PAWS), the College's records and registration system.

**Student Travel** – Travel involving a Student, regardless of mode of transportation, to or from an Event.

### III. POLICY

Different types of Student Travel may require differences in authorization process and level of documentation. Some of the different types of Student Travel (and differences in authorization/documentation) are outlined below.

#### A. Types of Travel (roughly tied to the Sponsoring Unit)

1. *Academic-related Student Travel*, regardless of funding source, *for which a Student is officially representing the College* or for which participation is required in a course, including, but not limited to the following:
  - (a) Academic and professional conferences;
  - (b) Class field trips (in which Students travel together as a class to an Event or site as a required or optional assignment for a class);
  - (c) Class assignments (in which Students, individually on their own time, undertake travel to an Event as a required or optional assignment for a class);
  - (d) Travel related to Honor Societies (e.g., conferences, fundraising Events, social Events); and
  - (e) Travel related to social functions associated with an academic grant or event (e.g., TCNJ-funded, off-campus dinner with a guest speaker after a presentation on campus).

This policy does not generally apply to normal and customary program- or course-related local, domestic, commuting travel undertaken by Students engaging in student teaching, clinical experiences, internships, practica, observations, or independent research, provided however, that such Students engaged in such travel should still adhere to the General Expectations set forth in section III.B.3. below.

Travel occurring for Community Engaged Learning (CEL) must comply with this Policy and adhere to the relevant requirements and procedures of the Center for Community Engaged Learning & Research.

For all academic-related Sponsored Event Student Travel (i.e., Sponsored Event Student Travel sponsored or organized primarily by a faculty member, academic department, or dean), pertinent information about the travel must be on file on campus with the Sponsoring Unit, cognizant dean (if applicable) and cognizant Vice President before and during the Student Travel. For this

reason, use of the Student Travel Authorization Form (Attachment A) or equivalent is required for each individual Event. Other required documentation (Part IV of the Student Travel Authorization Form) may, however, vary, depending on the kind of travel. For Student Travel with no overnight stay (e.g., most class field trips and assignments, fundraising and social Events), the Sponsoring Unit (e.g., the academic department or dean) may use discretion as to whether or not to require Proof of Medical Insurance, Medical/Emergency Treatment Authorization Forms, and Release/Indemnification Agreements for each Student. Events that take place continuously or intermittently (e.g., multiple field trips throughout a semester for the same class) may require a separate Student Travel Authorization Form (or equivalent) for each distinct trip but need not duplicate other documentation (e.g., the List of All Participants/Emergency Contacts), Medical/Emergency Treatment Authorization Forms, and Release/Indemnification Agreements) unless a relevant change in a Student's information has occurred. All pertinent documentation is collected by the Sponsoring Unit (the academic department or dean) and is not the responsibility of the individual faculty member, course instructor, or faculty advisor.

2. *Recognized student organization (RSO) Student Travel*
  - (a) Conferences;
  - (b) Activities (e.g., Student Government Class Council Senior Night);
  - (c) Uses Student Activities Funds (SAF)
    - (i) Travel funded by the Student Finance Board such as alternative spring break trips and attendance at conferences; and
    - (ii) Travel using transportation provided, coordinated, or funded by TCNJ (e.g., President's Ball, athletic Event)

The Division of Student Affairs collects all pertinent documentation, including a Student Travel Authorization Form (Attachment A) or equivalent, for Student Travel by an RSO. For Student Travel with no overnight stay (e.g., most trips, fundraising, day-long conferences, recreational and social Events), the Sponsoring Unit within the Division of Student Affairs may use discretion as to whether or not to require Proof of Medical Insurance, Medical/Emergency Treatment Authorization Forms, and Release/Indemnification Agreements for each Student. Events that take place continuously or intermittently (e.g., multiple trips throughout a semester for the same program or organization) may require a separate Student Travel Authorization Form (or equivalent) for each distinct trip but need not duplicate other documentation (e.g., the List of All Participants/Emergency Contacts, Medical/Emergency Treatment Authorization Forms, and Release/Indemnification Agreements) unless a relevant change in a Student's information has occurred.

This policy does not apply to voluntary or elective travel by Students or travel within the scope of a Student's employment at the College (e.g., Community Advisors). This policy also does not apply to travel undertaken by Students attending an Event coordinated and/or sponsored by a group or individual Students off-campus independently from the College (e.g., community service, Fraternity formals) or to attend out-of-town athletic Events as spectators (unless formally organized by the College or RSO).

In addition, this policy does not apply to personal travel. Personal travel includes additional independent travel before or after travel for an Event that is not part of the official Event schedule or itinerary.

3. *Administrative-sponsored Student Travel*

- (a) Conferences; and
- (b) Activities

This is not academic-related Student Travel or recognized student organization Student Travel. The Sponsoring Unit collects all pertinent documentation, including a Student Travel Authorization Form (Attachment A) or equivalent, for each administrative-sponsored Student Travel. For Student Travel with no overnight stay (e.g., most field trips, social justice activities, day-long conferences, recreational and social events), the Sponsoring Unit may use discretion as to whether or not to require Proof of Medical Insurance, Medical/Emergency Treatment Authorization Forms, and Release/Indemnification Agreements for each Student. Events that take place continuously or intermittently (e.g., multiple field trips throughout a semester under the same department) require a separate Student Travel Authorization Form (or equivalent) for each distinct trip but need not duplicate other documentation (e.g., the List of All Participants/Emergency Contacts, Medical/Emergency Treatment Authorization Forms, and Release/Indemnification Agreements) unless a relevant change in a Student's information has occurred.

4. *International Travel has additional requirements.*

Documentation for international Student Travel is collected according to the requirements and procedures of the Center for Global Engagement.

**B. Provisions Applicable to All Forms of Student Travel Covered by this Policy**

This policy is intended to reduce the risk of harm to students, faculty, and staff who embark on travel that serves to enhance the educational mission of the College. Likewise, whereas various cultures have different moral and legal expectations of their citizens, the College expects its students, faculty, and staff who travel to follow the guidelines provided below in order to maintain the values of safety and

wellbeing, and respect for self and others, while also understanding that the responsibility for upholding these values is both an individual and a shared responsibility of those who are traveling together. The guidelines and procedures included in this policy should serve to ensure safety, to promote responsible citizenship, and to support travel that enhances academic and professional excellence, as well as personal success.

Student Travel for any Student, group, or Recognized Student Organization must not unduly interfere with the academic responsibilities of Students; however, if the travel will entail absence from academic responsibilities, Students should abide by the guidelines stated in the College's Absence and Attendance Policy.

### **1. Pre-requisites for Student Travel**

Individuals may participate in Student Travel only under the following conditions:

- (a) The individual is a Student; and,
- (b) The Student Travel Authorization Form<sup>1</sup> is completed and approved.

Individuals not meeting these basic requirements will not be permitted to travel until the requirements are met.

### **2. Authorization Process**

Each College unit (e.g., program, department, or school) with responsibility for Student Travel by Students, groups, or Recognized Student Organizations must have a pre-authorization process in place with articulated deadlines. The Authorization Process must include the following:

- (a) **Description of Travel and Benefits:** Authorization requests must include a description of the Event or activity, and may include an explanation of the benefits the travel provides to the Students as per the College's mission; it should also list any relevant deadlines (if applicable) and address safety concerns.
- (b) **Eligibility Requirements:** Authorization requests must include any additional criteria for each Student's eligibility for travel consistent with the type of Event. Eligibility requirements listed in section III.B.1. must always be met regardless of Event.
- (c) **Appropriate Administrator or Designated Official:** Authorization requests must identify the name and contact information of the Appropriate Administrator or Designated Official, and who will be available to Students during the Event or activity. A trip manifest must be submitted to the unit that includes emergency contact information for each participant, including participating faculty and staff.

---

<sup>1</sup> See Attachment A.

- (d) **Frequent Travel:** Authorization requests should list clear guidelines that distinguish between documentation requirements for frequent routine travel, e.g., field trips associated with a course versus special Events or activities. If a faculty or staff member anticipates frequent travel throughout the semester, release forms should be completed at the onset of the semester for all Students involved and maintained on file.
- (e) **Driver's License:** Authorization requests must include an affirmation of a valid driver's license for any and all Students who will be driving a motor vehicle.

Each College unit with responsibility for off-campus travel by Students, groups, or Recognized Student Organizations must be able to locate and contact all travelers should unforeseen circumstances occur (e.g., catastrophic weather event, local terror threat/action, etc.) that would require the College to account for the safety of its students, faculty, and staff. At a minimum, a final list of all Student and non-Student participants, including any substitutions, must be submitted to Campus Police by email at [tcnjpd@tcnj.edu](mailto:tcnjpd@tcnj.edu) or in person at the Administrative Services Building before departing campus.

### **3. General Expectations**

Students are expected to act as responsible citizens and respect the rights of others. Students are to follow all applicable laws and regulations of the jurisdiction in which they are traveling, both domestically and internationally, as well as appropriate College policies at all times. Such policies include, but are not limited to, the Student Conduct Code, Statement of Expectations for Off Campus Behavior and Community Standards, Student Organization Privileges and Responsibilities, the Alcohol and Other Drugs Policy and the statement on Student Rights and Freedoms. If an appropriate course of behavior is unclear at any time, Students are expected to contact the Appropriate Administrator or Designated Official for further guidance. In connection with an Event or Student Travel, Students are expected to follow certain standards of conduct, which include the following:

- (a) **Travel Behavior.** Students are expected to:
  - (i) Consider the safety and security of all individuals at all times.
  - (ii) Respect the property of individuals, institutions, facilities, and the College.
  - (iii) Maintain a focus on the academic, professional, social, or other purpose of the Student Travel as it contributes to the College's mission.
  - (iv) Follow all applicable rules, regulations, and policies of facilities, institutions, and all other appropriate entities encountered during travel.
  - (v) Conform to expected attendance at scheduled sessions, meetings, and activities related to the travel.



- (vi) Interact professionally and responsibly with other participants during Student Travel and/or at an Event.
- (vii) Adhere to any additional expectations for student conduct outlined by the Sponsoring Unit.

(b) **Lawful Conduct.** Report all unsafe and unlawful activities to appropriate authorities. Appropriate authorities include:

- (i) Local, state, and federal law enforcement agencies;
- (ii) Appropriate Administrators and Designated Officials associated with and responsible for the Student Travel;
- (iii) Other faculty and staff participants in the Student Travel; and
- (iv) Administrators and officials of other institutions hosting or otherwise participating in the same Event and/or Student Travel.

Do not enter into any agreements on behalf of the College unless specifically authorized to do so by an Appropriate Administrator or Designated Official.

(c) **Alcohol and Other Drugs.** As members of the College community, Students are expected to act responsibly and in accordance with applicable College policies both on and off-campus. The College regards the abuse of alcohol and other drugs as antithetical to its mission and therefore permits the use of these substances only in a manner that is responsible and adheres to restrictions imposed by the law and the College's conduct codes. Students are expected to comply with federal, state, and local laws regarding alcohol and other drugs during Student Travel. During international travel, Students are expected to abide by the legal consumption age in the legal jurisdiction, country or countries they are visiting. Students are expected to practice sound judgment in both their own actions and in evaluating the actions of other students. Subsequently, being under the influence of alcohol or other drugs is not an excuse for violation of any College policy, procedure, guideline, or standard and does not reduce an individual's accountability. Any Student who is not of legal drinking age in the country or countries they are in may not acquire, possess, or consume alcoholic beverages during Student Travel. Students must comply with applicable law regarding drugs and alcohol, including in connection with the operation or use of a motor vehicle. Funds provided by the College, the State of New Jersey, or any other public sponsor of Student Travel may not be used to purchase or acquire alcoholic beverages. Sponsoring Units may further restrict (including prohibiting) the consumption of alcohol and other drugs for specified travel and programs at its discretion. In addition, Designated Officials and Appropriate Administrators may restrict or prohibit Students from consuming alcohol and other drugs during travel should



they deem such consumption as excessive, inappropriate, or otherwise interfering with the effective operation of the Event.

Sponsoring Units may add additional requirements for travel which they deem reasonable and necessary for the safety of students, faculty and staff, and for the effective operation of the academic offering(s).

#### **4. Altering or Cancelling Student Travel**

Any College administrator, Appropriate Administrator, or Designated Official for the Student Travel reserves the right to cancel Student Travel for any reason per his/her discretion, including ending a scheduled trip early and requiring the Student(s) to return to the College, if relevant travel conditions change warranting such action. The Appropriate Administrator shall maintain (and in the event that the Appropriate Administrator is participating in the Student Travel, designate another College administrator who is not participating in the Student Travel to maintain) contact information for all participants in the Student Travel in order to facilitate the prompt location and notification of participants should reason arise to cancel the remainder of a trip.

College administrators, Appropriate Administrators, or Designated Officials should consider the following when determining whether to alter or cancel Student Travel:

- (a) Safety or security concerns regarding the mode of travel to be used;
- (b) Safety or security concerns regarding the intended destination for Student Travel;
- (c) Warnings from appropriate local, state, or federal officials or agencies;
- (d) Inclement weather or warning regarding inclement weather;
- (e) The proposed Event no longer serves the mission of the student organization, group, or the College;
- (f) An individual Student or group of Students engages in disruptive behavior that runs afoul of the expected behavior as noted in section III.B.3.(a). Travel Behavior; and
- (g) The ability of the Appropriate Administrators or Designated Officials to fulfill his or her responsibilities during the Event and Student Travel changes (e.g., due to the health and welfare of the individual).

#### **C. International Travel**

1. Students, groups, or Recognized Student Organizations planning Student Travel abroad must review and make themselves aware of the political, health, crime, and other safety-related conditions prevailing in any country and specific locations within it. Students should regularly monitor the U.S. Department of State Alerts and Warning<sup>2</sup> and be aware of and consider any

---

<sup>2</sup> See <https://travel.state.gov/content/passports/en/alertswarnings.html>

noted warnings or alerts affecting the region in which they will be traveling and respond appropriately. Appropriate Administrators and/or Designated Officials must assist Students in obtaining relevant travel information. Students should review and be familiar with the resources and information available on the College's Center for Global Engagement website ([www.cge.tcnj.edu](http://www.cge.tcnj.edu)). Students must also adhere to any further requirements mandated by the Center for Global Engagement and the specific program for which they are participating (e.g., study abroad, exchange programs, etc.). At a minimum, Students should do the following prior to travel:

- (a) Identify the nearest U.S. Embassy in the location in or to which the Student is traveling, inform the Embassy of the Student's stay in the country, and maintain Embassy contact information;
- (b) Be aware of the emergency contact (911 equivalent) for the applicable jurisdiction.

## 2. **Travel to Locations under U.S. State Department Travel Warning**

Students, groups, or Recognized Student Organizations that wish to travel to a location currently under a U.S. State Department Travel Warning must contact the Center for Global Engagement for further guidance.

## **D. Transportation and Lodging**

### 1. **Modes of Travel**

Student Travel may require the use of one or more modes of transportation including, but not limited to, College-owned vehicles, personally-owned vehicles, rental vehicles, or public transportation (including buses, trains, water-vessels, and aircrafts). For each mode of Student Travel, Students and other members of the College community are expected to follow all applicable local, state, and federal laws and regulations, common and mode-particular safety precautions, and sound judgment. Students, faculty, and staff are encouraged to consider conditions, which include, but are not limited to, weather, traffic, and fatigue. The College may establish additional guidelines and precautions for the use of various modes of transportation. Registered Student Organizations receiving funds for air, water, or train travel should purchase travel through the College's approved travel agent, as stated on the College's website. Travel purchased through the College's approved travel agent will not require quotes and may be billed directly to SFB (if applicable). Travel purchased by an individual on behalf of a Registered Student Organization will be reimbursed upon completion of approved travel with submission of properly documented expenses. Travel by air, bus, water-vessel, or train by Registered Student Organization members is always required to be registered online with the Office of Student Involvement.

(a) Motor Vehicle Guidelines

- (i) Only employees, including student-workers, of the College are authorized to operate college fleet vehicles (See: "Fleet Vehicle Reservations & Guidelines"). Use of college-owned vehicles must be for purposes within the scope of his/her employment and for official college business only.
- (ii) Operators of vehicles for all forms of Student Travel must be at least 18 years of age and maintain a valid U.S. driver's license. (Probationary drivers and similar designations are not considered valid U.S. driver's licenses for this purpose.)
- (iii) Operators of College-owned vehicles must maintain a valid driver's license. College vehicles cannot be operated by provisional/probationary licensed individuals.
- (iv) Vehicle passengers for Student Travel during College Sponsored or Endorsed Events, must be Students, faculty, or staff members of the College.
- (v) The driver of and all passengers in any vehicle used for Student Travel must wear seat belts at all times while occupying the vehicle.
- (vi) The driver of any vehicle during Student Travel is responsible for all fines or tickets issued as the result of a failure to pay tolls or obey traffic laws.
- (vii) An individual may not operate a motor vehicle for more than 10 total combined hours during a 24-hour period during Student Travel.
- (viii) An individual must take a break of not less than 30 minutes, at a time of their choosing and need, within 8 consecutive hours of driving.
- (ix) Trips over two hours must include at least one passenger or "navigator." The navigator must be awake at all times.
- (x) Operators of College-owned 12 and 15-passenger vans must be College employees and must complete the appropriate College-sanctioned Passenger Van Safety Training prior to Student Travel and abide by any further requirements mandated by the training.

The Appropriate Administrator or other Designated Official may prohibit a student from operating a College owned motor vehicle, rental vehicle paid for by the College, or any vehicle transporting other students for a Sponsored or Endorsed Event.

(b) Bus Travel Guidelines

Buses must be rented only from approved bus rental companies, as determined by the College. In the event no buses are available from an approved bus company on the proposed date of travel; individuals or Registered Student Organization have permission to research the availability of a bus company not on the approved bus company list. The name and contact information for the bus company must be

provided to the Appropriate Administrator (e.g., Director of Student Activities) via email not less than 30 business days before the proposed date of the trip. The Appropriate Administrator will work with College officials to investigate if the bus company may be approved for the trip. If the request to investigate a bus company is not received 30 business days in advance of the proposed date of travel, or if the bus company is not approved; either the date of the trip will need to be rescheduled to coincide with the availability of an approved bus company or the trip will need to be canceled.

If for any reason a bus is rented from an unapproved bus company the Sponsoring Unit (e.g., Student Finance Board or the College) may choose to deny their funds be used to pay for or reimburse expenses. In the case where approved funds are withdrawn, the Student(s), group, or Registered Student Organization will need to secure alternate funding, such as from organization fundraising money or member's personal finances.

### (c) Air Travel Guidelines

Students traveling by aircraft must comply with all applicable laws regulating commercial air travel and rules of the specific airline carrier.

#### 2. Use of Personal Vehicles

When a privately owned vehicle is being used for any form of Student Travel, the individual operating the privately owned vehicle must have a valid driver's license, carry motor vehicle liability insurance, and must have current registration and inspection with the appropriate motor vehicle authority.

#### 3. Lodging

Lodging should be restricted to the most cost-effective, standard accommodations available unless other arrangements have been approved in advance by the Appropriate Administrator. If an Appropriate Administrator, Designated Official, or other College employee travels with Students, it is prohibited for that individual(s) to share a motel/hotel room with a Student or Students. College employees should avoid the appearance of inappropriate behavior with students or promoting conduct among students that is in conflict with the mission of the College.

### **E. Compliance and Enforcement**

Any College judicial or disciplinary action taken in response to an act committed during the course of Student Travel is governed by the procedures established in the student conduct code.

Although the College neither substitutes for nor interferes with independent legal procedures, there may be circumstances when the College will take action with regard to a Student through the College's applicable conduct or disciplinary

processes. These circumstances occur when a student's off-campus actions violates established College policy or conduct codes or may interfere with the College's mission and function as an academic institution.

Any disciplinary action taken by the College in connection with violations of this Policy and/or specific expectations for the travel experience shall conform to the requirements of the applicable student conduct code. Additionally, the Vice President of Student Affairs or the Designated Official may take immediate disciplinary action under pressing circumstances. Such actions may include:

1. Requiring a student to return to campus at their own expense;
2. Suspending a student from further participation in an Event;
3. Suspending a student from participating in further Student Travel; and/or
4. Suspending a student on an interim basis pending investigation of circumstances.

#### **F. Expense Reimbursement**

Where prior approval has been made by the Appropriate Administrator or Designated Official, reimbursable travel expenses (including car mileage, meals, and lodging) are limited to actual and reasonable expenses incurred during Student Travel and only if incurred in accordance with College expense policy and the current reimbursement rates found on the College's Finance and Business Services website, <https://finance.tcnj.edu/travel/>. Reimbursement in excess of these rates require original receipts and are subject to the prior approval of the appropriate supervisor, but cannot exceed the Federal Reimbursement Guidelines for that location.

The College is a tax-exempt institution. However, in order for a student to receive tax exemption, he/she must pick up a Tax Exemption Form from the Student Finance Board office prior to traveling, and use it for purchases during the trip.

#### **G. Emergencies and other Incidents while Traveling**

The College, Designated Officials, or Appropriate Administrators, or other faculty staff member participating in Student Travel shall not be liable for any loss, damage, injury, or other consequence resulting from any individual's, group's, or Recognized Student Organization's failure to comply with this policy, other College rules and regulations, or international, national, state, or local civil or criminal codes of law while participating in Student Travel activities. Individuals are responsible for any violations or citations they receive while operating a vehicle, or otherwise, while traveling.

## 1. General Contact Information

Prior to travel, Students, Appropriate Administrators, and Designated Officials should be aware of the local emergency contacts and procedures for the jurisdiction they are in (including U.S. Embassy contact information for international travel).

**In case of an emergency, dial 911, or local jurisdiction equivalent.**

**TCNJ Campus Police Services +1 (609) 771-2345**

**Email - [tcnjpd@tcnj.edu](mailto:tcnjpd@tcnj.edu)**

## 2. Vehicle Accidents

The law enforcement agency/authority having jurisdiction for the location in which a motor vehicle accident occurs must be contacted and a police report must be filed for any Student Travel in which a student, faculty, or staff member is operating the vehicle. In the event that a police report cannot be filed, information regarding the other driver's name, address, home telephone, driver's license, vehicle description and plate number, insurance company name, phone and policy numbers must be taken. All Student Travel-related vehicle accidents (including accidents while utilizing a College-owned, rental or personal vehicle) must also be reported to the Appropriate Administrator as soon as possible.

## 3. Breakdowns and Towing

If a College-owned vehicle breaks down or experiences any other mechanical problem, which makes it no longer safe to operate, cease, operating the vehicle immediately, locate a safe parking location, and contact the Appropriate Administrator. If operating a rental car, you must notify the rental car agency immediately. Individuals are responsible for making their own arrangements if breakdowns or any other mechanical problems arise while operating a personal vehicle.

## 4. Emergencies

Any student, faculty, or staff member, or any other participant of Student Travel who encounters an emergency while traveling, must dial 9-1-1 (or local equivalent) immediately and when appropriate and no longer in an emergency situation, shall notify the TCNJ Campus Police Services and, if possible, the Appropriate Administrator and/or the Designated Official about the situation.

**Attachment A**

**REQUEST FOR AUTHORIZATION**

**THE COLLEGE OF NEW JERSEY - STUDENT TRAVEL**

**Part I. Requestor/Sponsor Information**

Name of College Employee Responsible for Trip: \_\_\_\_\_

Position /Title : \_\_\_\_\_

Administrative Unit/Organization: \_\_\_\_\_

Phones: Office \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

**Part II. Event/Trip Information**

Purpose of Trip: \_\_\_\_\_

Destination : \_\_\_\_\_

Dates of Travel: Departure \_\_\_\_\_ Return \_\_\_\_\_

Total Number of Participants: \_\_\_\_\_ Number of Non-Student Participants: \_\_\_\_\_

Lodging Arrangements, if applicable: Address and Phone Number Required

\_\_\_\_\_ Phone ( ) \_\_\_\_\_

Transportation Arrangements:

Vehicle: \_\_\_\_\_ Rental Car \_\_\_ Personal Car \_\_\_\_\_ Van \_\_\_\_\_ TCNJ Owned/Leased Vehicle (circle one)

Common Carrier \_\_\_\_\_

Name(s) of Drivers: \_\_\_\_\_

Name of College Employee Available for Contact in Event of Emergency: \_\_\_\_\_

Phones: Office \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_



**Part III. Travel Risks**

Required Information/Documents:

List and describe any travel risks associated with this Event: (e.g., geopolitical, crime, recreational activities, physical exertion, weather or environmental)

**Part IV. Appropriate Administrator Approval**

Required Information/Documents, if applicable:

- \_\_\_\_\_ List of All Participants/Emergency Contacts
- \_\_\_\_\_ Release/Indemnification Agreements
- \_\_\_\_\_ Proof of Medical Insurance Authorization Forms
- \_\_\_\_\_ Medical/Emergency Treatment
- \_\_\_\_\_ Valid Driver's License
- \_\_\_\_\_ Proof of Current Liability Insurance (For Personal Vehicle Use Only)

Approval Signature \_\_\_\_\_

Title: \_\_\_\_\_ Date \_\_\_\_\_

## Attachment B

### WAIVER, RELEASE, INDEMNITY AND PROMISE NOT TO SUE

#### THE COLLEGE OF NEW JERSEY - STUDENT TRAVEL

I, the undersigned Participant, wish to travel to and participate in **EVENT NAME** ("Event") scheduled to take place during the period of **START DATE AND TIME** to **END DATE AND TIME**.

In consideration of TCNJ's permitting me to participate in the Event, I, intending to be legally bound hereby, understand, represent, acknowledge, and agree as follows.

I fully recognize that certain risks are involved in participating in the Event; such risks may include property damage, personal injury, death; and I voluntarily assume those risks.

I am wholly responsible for my own behavior and possessions during the Event. Circumstances may require that the start and/or end date of the Event (including travel) may change. I will obtain the advance permission of **TCNJ REPRESENTATIVE** to begin or end my participation in the Event at a date or time other than assigned (i.e., starting late or leaving early). I understand that my representations, acknowledgements and agreements shall apply to my participation in the Event regardless of whether that participation occurs outside of the designated date and time scheduled for the EVENT. I will inform **TCNJ REPRESENTATIVE** if I am varying my transportation and/or lodging for personal travel before or after my participation in the Event. I will behave responsibly and professionally, follow directions of the employees and agents of TCNJ and engage in the Event in a prudent and cautious manner. I will not consume or be under the influence of any alcoholic beverages or non-therapeutic drugs while participating in the Event. I will not (i) act in any way that shall interfere with the lawful running or operation of the Event or (ii) engage in any type of conduct, which contributes to or causes injury to any person. I will not perform any tasks that I am uncomfortable with or feel unsafe doing.

I am responsible for all of my own loss, liability and expenses, including medical expenses in connection with the Event. I have provided TCNJ's accompanying staff with all necessary medical and health information needed for my safe participation in the Event. I understand that I have the opportunity to inform TCNJ of any disability that I may have and to request a reasonable accommodation that would permit me to perform the essential functions of a participant in the Event. However, I represent that I have no physical, mental, psychological or medical condition that would prohibit me from participating or materially increase the risk to me or others of my participating in the Event. I am responsible for my own personal medical needs, including medical insurance coverage. I have adequate insurance to cover any medical expenses for any injuries that may arise out of the Event. I hereby authorize the employees and agents of TCNJ, at their discretion, to administer to or seek for me first aid and other emergency medical services and transportation for further medical care, but I acknowledge that they may not be present or may not elect or be able or competent to administer or seek such aid or services or transportation.

I will not hold TCNJ, the New Jersey Educational Facilities Authority, the State of New Jersey or any of their respective trustees, directors, officers, employees, agents, students or volunteers (collectively, the "Releasees") responsible for any personal injury (including death) or property damage that I might incur in connection with the Event, even if the negligence of any of the Releasees caused or contributed to such injury or damages. I will not sue or seek damages from any of the Releasees in any form, and I hereby waive and release any and all claims against each of the Releasees for personal injury (including death) or

property damage, arising in any way out of my participation in the Event, even if the negligence of any of the Releasees caused or contributed to such injury or damages and I agree to indemnify, defend and hold each Releasee harmless from any such claims. I recognize that this release means I am giving up, among other things, rights to sue the Releasees for injuries, damages or losses I may incur.

I have read and do understand and agree to be bound by the above statements, which are true and accurate. My participation in the Event and the signing of this Waiver, Release, Indemnity and Promise Not to Sue are completely voluntary.

READ ABOVE CAREFULLY BEFORE SIGNING BELOW.

Participant's Printed Name	Participant's Signature	Date
----------------------------	-------------------------	------

_____	_____	_____
-------	-------	-------

If Participant is under the age of 18 years, signature of parent or legal guardian is required.

I hereby voluntarily give permission for the Participant to participate in the Event and agree to be bound by the terms of this Waiver, Release, Indemnity and Promise Not to Sue.

Parent/Legal Guardian's Printed Name	Parent/Legal Guardian's Signature	Date
--------------------------------------	-----------------------------------	------

_____	_____	_____
_____	_____	_____

**Attachment C**  
**EMERGENCY CONTACT INFORMATION**  
**THE COLLEGE OF NEW JERSEY - STUDENT TRAVEL**

Emergency Contact #1 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone numbers      Work: \_\_\_\_\_ Home: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Emergency Contact #2 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone numbers      Work: \_\_\_\_\_ Home: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_