

# Montana Tech University Policy

**Subject:**

*Student Affairs*

**Policy:**

*Student Travel Policy*

**Revised:**

*Review scheduled March 12, 2021*

**Effective date:**

*May 1, 2021*

**Review date:**

*March 2024.*

**Responsible Party:**

*Director of Health and Safety.*

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**Introduction and Purpose:**

The purpose of this policy is to provide Montana Tech and Highlands College students travel information and emergency contact information and to allow campus personnel to notify others if an emergency occurs during travel off campus. The policy includes:

- Class field trips
- Athletic travel
- ASMT travel
- Other student group and club travel (i.e. student competition events, conferences, research activities, etc.)
- Travel including campus visitors (i.e. transporting a job candidate, prospective student, athletic recruit, etc. to a destination outside of Butte)

**Policy:**

Departments, organizations and clubs must be aware of when students will be traveling and have the itinerary for the group. A campus employee who is familiar with the activity should be listed as a point of contact on the forms

below. For student clubs, if the club advisor is not traveling with the club, then the advisor should act as the contact in case of an emergency.

For any travel that occurs outside of normal working hours, Campus Security will serve as the emergency campus contact. A card with the contact information is located in the glove compartment of each campus vehicle.

### **Procedures:**

Both the *Student Travel Itinerary Form* and *Emergency Contact Form* (pages 2 & 3) must be completed and filed with the Accounts Payable Office before travel commences. The Student Travel Itinerary Form should be submitted as far in advance as possible. The Emergency Contact Form will serve as a roll call immediately prior to departure. Classes may use a printed class list provided all the required emergency contact information is included, but must reflect the students traveling. A "drop box" for the completed Emergency Contact Form is located on the north side of the Student Union Building (SUB) for the convenience of travelers.

**\*\*\*Note: The Student Travel Itinerary Form (attached below) does not replace the [Travel Authorization Form](#) or the [Travel Expense Form](#) required by statute.**

## Student Travel Itinerary Form

<b>Campus contact person (not traveling) and phone number:</b>
<b>Name of event:</b>
<b>Organization sponsoring trip:</b>
<b>Destination (City, State) and phone number at destination:</b>
<b>Advisor:</b>
<b>Faculty/Staff traveling with group and phone number:</b>
<b>Purpose of travel:</b>
<b>Proposed itinerary (date, time, location of departure and return):</b>
<b>If traveling for more than one day, provide expected route of travel and hotel accommodations if different than location of event.</b>
<b>Mode of Transportation:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Montana Tech Vehicle:<ul style="list-style-type: none"><li><input type="checkbox"/> Car</li><li><input type="checkbox"/> Activity Bus</li><li><input type="checkbox"/> SUV</li><li><input type="checkbox"/> Minivan</li></ul></li></ul> <p><i>*If traveling by Montana Tech activity bus, SUV or minivan, list all certified large vehicle drivers on a separate sheet.</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Personal Vehicle</li><li><input type="checkbox"/> Air (name of airline):</li><li><input type="checkbox"/> Chartered bus (name of company):</li><li><input type="checkbox"/> Other – please identify:</li></ul>
<b>Number of students/faculty/staff traveling:</b>

Complete the attached Emergency Contact Form with all appropriate information and turn in on the day of travel.

Form completed by: \_\_\_\_\_

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



