



**University of Missouri-Kansas City  
Student Organization  
Domestic  
Travel Packet**

## **Purpose**

UMKC recognizes that students are responsible adults and travel off campus as a necessary way to pursue activities that enhance their academic experience. To this end, UMKC provides University funds for student travel to events and activities that facilitate and/or enhance student learning.

These domestic travel guidelines are designed to promote safe travel away from the University to events and activities for individual UMKC students as part of their involvement in University recognized student organizations. If student groups or University funds will be used for foreign travel, International Academic Programs, (816) 235-5759, must be contacted four (4) weeks in advance for travel. These guidelines apply to student travel in cases where students travel on behalf of or with financial support of the University.

These guidelines do not apply to travel undertaken by individual students attending non-University sponsored activities like student teaching, internships, off campus work, practicum, observations or research. UMKC Risk Management should be consulted when students, faculty, staff are uncertain of a specific case.

## **Definitions**

- A *University(UMKC) sponsored travel, event, or activity* is one that is financially supported or initiated, planned, or managed, by a UMKC student, faculty, or staff member which uses student activity fees or other University financial resources.
- A *Recognized student organization* is comprised only by currently enrolled students. All recognized student organizations are approved by the Vice Chancellor for Student Affairs and Enrollment Management through the Office of Student Involvement. These guidelines also apply to all student groups sponsored by academic units and departments.
- A *currently enrolled student* is one who is currently enrolled at UMKC on a full- or part-time basis.
- A *faculty advisor* is the designated advisor of record for the recognized student organization or the faculty or staff member who accepts responsibility for the individual students' travel. *Before any action can be taken on a proposed sponsored event, a designated advisor of record must initiate the process with a signed form indicating his or her approval.*
- An *appropriate administrator* is a University Dean, Department Chair, or Director of an administrative unit, or his or her authorized designee.
- A *student officer* is a student who is a member of a recognized student organization's executive board.

## **Student Organization Travel**

To assure that events or activities involving student travel are consistent with the mission of UMKC and that student safety issues have been addressed, UMKC sponsored student travel must be reviewed and approved in advance by an advisor and then by an appropriate administrator or his or her designee. The appropriate administrator will assure that the proposed travel conforms to the UMKC travel guidelines. The following rules apply to the travel of currently enrolled UMKC undergraduate and graduate students attending activities or events sponsored by UMKC which occur beyond the boundaries of UMKC.

When student organizations travel they are representatives and the University of Missouri System. All student organization travel is governed by the rules and regulations of UMKC. The following information is designed to help organizations and its members understand the policies, procedures, and responsibilities as they plan to travel. Ultimately, it is the responsibility of the students to make travel arrangements. Please refer to this packet for timelines, responsibilities, and more details for planning a trip. If policies and procedures are not followed, travel requests may be denied.

Travel to University sponsored activities should be limited to UMKC students, faculty and/or staff unless

authorized by the appropriate administrator who may permit other students, faculty or staff in the University of Missouri System or students from local institutions of higher education to participate. All travelers are responsible for their own behavior and any resulting consequences. UMKC is not liable for any loss, damage, injury, or other consequences resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable local, state, and federal laws. All travelers are subject to the provisions governing the behavior of representatives of UMKC and are subject to the supervision of the advisor from UMKC participating in the travel. Non-UMKC students permitted to participate in the UMKC-sponsored travel must sign a statement acknowledging the above which also includes the signature of their organizations adviser or the Director of the Office of Student Involvement.

### **Financing the Trip**

Student organizations are expected to fund their own travel. Student Activity Fee (SAF) funds budgeted and Council allocations for travel may be used. If an organization does not follow the proper guidelines when traveling, reimbursement for travel may be withheld. There will be a cap of \$1,500 for any travel requested outside of an annual budget for any organization for the entire fiscal year. There is an \$800 cap for any individual traveling.

### **Travel Forms to be Completed**

All student organizations traveling on official organization-sponsored trips must complete the required forms before departing. The required forms include:

- Student Organization Travel Roster
- Hold Harmless Release Agreement (signed by each organization member traveling)

### **Air Travel**

- If you plan to fly and are using university funds, please reserve the procard for purchase.
- If you are unable to use the procard, it is imperative that you submit the original airplane ticket (airline ticket stub) or the receipt obtained through an online purchase. If an original is not provided, the University cannot reimburse you. Reimbursements, however, are not guaranteed and can take up to three weeks for reimbursement, so use of the procard is encouraged.
- Reimbursement for travel will occur only after the travel has occurred.

### **Ground Transportation**

- If you will be using your own vehicle for travel, keep a record of your mileage. University policy authorizes reimbursement up to \$.52 per mile based on the mileage of the most direct route. No exceptions! Please attach a map of your trip from MapQuest, Google Maps or another source for verification. Gasoline purchases will not be reimbursed when using your own vehicle; only mileage. The University does not provide any liability, comprehensive or collision coverage for privately owned vehicles.
- If you wish to rent a vehicle, the reservation must be made through the Coordinator for Student Organization Accounts and must be requested at least two weeks in advance.
- All drivers are over 21 years old.
- All drivers have valid drivers' licenses (provide copy).
- All drivers have current driver's insurance (provide copy).
- All student travelers have signed the "hold harmless" agreement (submit forms).
- All student travelers are staying in the same event sponsored hotel.
- All student travelers provided the advisor or designee with emergency contact information.
- A Pre-Trip meeting is scheduled by the Advisor or designee.
- All student travelers are returning to campus within 24 hours after the conclusion of the event.
- ***DO NOT reserve a vehicle on your own.***

## **Lodging**

It is required by the University that all travelers must stay at the conference hotel unless granted permission by the Office of Student Involvement.

1. If you wish to have a check cut to take with you for the hotel, you must contact the OSI office at least three weeks prior to your trip. Please contact the hotel and ask them to send a notification stating how much the hotel will cost with all taxes, fees, etc. A check cannot be processed without this information.
2. If you pay for the hotel on your own - you must submit the original hotel receipt in order for the University to reimburse you.
3. Note that the University will pay only for hotel room and tax only. Health club fees, personal calls, room movies, or room service will not be reimbursed. No personal expenses will be reimbursed.
4. If the hotel is located within Kansas or Missouri, the hotel must be tax-free using the University's tax exempt ID.

## **Meal Per Diem**

The University reimburses the actual cost of each meal, including tax and tip, up to the applicable meal maximum of \$42.00 per day. An *itemized* receipt will be required for meal reimbursements.

## **Reimbursements**

Reimbursements are not guaranteed. If your organization has been allocated money for travel and you wish to be reimbursed for parking, taxi, or other business related expenses you must submit receipts with the reimbursement form. An original itemized receipt must support each and every purchase from the vendor.

The receipt must include:

- \* Vendor
- \* Amount
- \* Date
- \* Itemized description of item(s) purchased

## **Behavior**

Student organization members are expected to conduct themselves as representatives of UMKC. Violation of, or non-compliance with UMKC policies, campus regulations, or standards of conduct while on your trip may result in loss of traveling privileges.

## **Drug & Alcohol Policy**

UMKC is committed to maintaining a healthy and safe academic community that reflects high standards of personal responsibility and behavior. Use of illegal drugs and underage consumption of alcohol are prohibited at student organization sponsored activities, on or off campus. Any deviation from this policy will result in disciplinary action as deemed appropriate by the Assistant Dean of Students.

## Tips for Preparing for Student Organization Travel

This packet contains a Travel Checklist which will assist in planning student organization travel. The student organization members should review the checklist and ensure that these guidelines are followed. Listed below are some recommendations to assist student organizations for travel.

### Pre- Trip travel information

- All UMKC sponsored travel must include a faculty advisor or appropriate designee. If students are traveling on their own for the purpose of a recognized organization or University funds are being used to support the activity, then each member must meet with the appropriate administrator or designee for a pre-trip meeting.
- Except with the permission of the appropriate administrator, non-UMKC affiliated individuals including friends and family of UMKC student, faculty, and staff members are not eligible to participate in University travel.
- Traveler understands that he or she will only be compensated up to the University's per diem rate for meals, and will be reimbursed only if the student organization has adequate funds in their account to cover the expenses.
- The University does not provide medical insurance for any students' participation on the trip. All travelers are responsible for any medical costs they incur during and/or as a result of the trip.
- All drivers operating automotive vehicles paid for by the University funds must be 21 years of age or older, have a valid driver's license and proof of insurance. Copies of this information will be kept in the Office of Student Involvement. UMKC prohibits departments or employees from renting 15 passenger vans.
- The University strongly discourages the use of personal vehicles for student travel. Personal vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk. UMKC does not accept liability for any damage, loss, or injury resulting from the use of a private vehicle. Students will be required to sign a waiver stating that they understand they are riding at their own risk. The appropriate administrator must still approve the use of personal vehicles for travel involving University funds.
- The sponsoring University department should be prepared to arrange for transportation by official University vehicle(s), rental vehicle(s), chartered services, or if necessary personal vehicles.
- University vehicles: Vehicles owned and operated by UMKC. Only University employees can drive these vehicles.
- Any trip taken that fails to follow these travel guidelines or results in other violations of UMKC policy may result in individual and/or student organization discipline under the UMKC Conduct Code.

### Five Weeks Prior to Departure Date

- Schedule a meeting with your advisor to discuss the trip and gain approval.
- Make a trip folder of cost estimates for all reservations, rentals, gas, etc.
- Request funding from SAFC
- This request form must be turned in **electronically 5pm the Monday before the appropriations meeting** you wish to attend; you must also turn this request in minimally 5 weeks prior to the date of your travel.
  - Supporting Documents to be included are costs for registration, airline tickets if applicable, ground transportation if applicable, lodging and any miscellaneous materials needed during the trip, and an agenda or program for the conference if applicable. If a student is receiving an award or participating in a competition, a verification document should be submitted to SAFC with all the other materials. If a paper/poster is being presented at a conference, SAFC requires that a proof of paper/poster submission or an abstract of the paper/poster be included with the other materials.

### **Four Weeks Prior to Departure Date**

- Once the trip is approved, start informing student organization members of trip date so they can make appropriate arrangements and adjust schedules.
- Review the Travel Checklist and guidelines and begin gathering necessary information.

### **Three Weeks Prior to Departure Date**

- Schedule travel meeting with the Office of Student Involvement.
- Request a check for payment for hotel reservations.
- Hold a pre-trip meeting with your advisor to gather required information from the student organization member (i.e. contact information, hold harmless forms, travel roster, emergency contacts, etc). These forms will need to be submitted at the OSI travel meeting.
- During your pre-trip meeting, your advisor will need to inform members verbally and in writing of all policies, rules, itinerary, risks involved, discipline actions and regulations governing the trip.

### **Two Weeks Prior to Departure Date**

- Make copies of driver's license and insurance cards of everyone driving. This information will need to be submitted at the OSI travel meeting.
- Contact members to remind them about travel procedures and departure dates and times.
- Inventory first aid kit and other emergency equipment (if applicable).
- Confirm reservations with hotels, transportation, etc.

### **Day of Trip**

- Do a roll call to ensure that all members who should be traveling are present.
- Double check the travel folder to make sure that travel information is readily accessible.
- Double check maps, alternate routes, and road conditions.
- Drive safely at or under the speed limit.

### **Post Trip**

- Unload, clean, and return vehicles (if applicable).
- Turn in itemized receipts to appropriate individuals for budget records and reimbursement.
- Inform the Office of Student Involvement of any problems or issues that may have arisen during or after the trip.

### **What to bring to the OSI Travel Meeting**

- Signed Hold Harmless Forms
- Completed Travel Roster/Emergency Contacts
- Copies of driver's license and insurance of those 21 years and older who are driving rental vehicles
- Conference Agenda/Itinerary
- SAFC completed travel packet

# **2012-2013 TRAVEL APPROPRIATIONS WORKSHEET**

Please submit to [umkcsacomptroller@umkc.edu](mailto:umkcsacomptroller@umkc.edu)  
*Student Government Association*

This request form must be turned in **electronically 5pm the Monday before the appropriations meeting** you wish to attend; you must also turn this request in minimally 5 weeks prior to the date of your travel. If you have any questions, feel free to contact the **SGA Comptroller, Katie Carlino (umkcsacomptroller@umkc.edu)**

1. Date Submitted: \_\_\_\_\_
  2. Are you traveling on behalf of a recognized UMKC Student Organization? \_\_ Yes or \_\_\_ No
  3. If YES, what is the Organization Name: \_\_\_\_\_
  4. Signature of *Organization President*: \_\_\_\_\_
  5. Name of Person Submitting Proposal: \_\_\_\_\_
  6. Mailing Address: \_\_\_\_\_
  7. Email: \_\_\_\_\_ Phone: \_\_\_\_\_
  8. What is the Conference/Event: \_\_\_\_\_
  9. Where is the Conference/Event Located? \_\_\_\_\_
  10. Hotel name, address, and telephone number: \_\_\_\_\_  
\_\_\_\_\_
  11. Purpose of the Trip: \_\_\_\_\_  
\_\_\_\_\_
  12. Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_
  13. Will an advisor/faculty/staff member be traveling? If so, list name & title: \_\_\_\_\_  
\_\_\_\_\_
  14. Type of Transportation (please check one):  
Personal Vehicle: \_\_\_\_ Rental Car: \_\_\_\_ UMKC Vehicle: \_\_\_\_ Other: \_\_\_\_
- Driver Information: Please list drivers of vehicles and contact information below:
- Vehicle Driver Name: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Vehicle Driver Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Vehicle Driver Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

15. Have you or your organization requested funds from your school council? \_\_\_\_ Yes or \_\_\_\_ No

a. If YES, how much did you receive? \_\_\_\_\_

b. If NO, what reason do you have for not requesting funds? \_\_\_\_\_

c. \_\_\_\_\_

16. Signature of School *Council Representative*: \_\_\_\_\_

17. LIST the names and Student Identification Numbers of ALL who plan to travel.

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Name: \_\_\_\_\_ ID# \_\_\_\_\_

\*\*Attach an additional sheet if there are more than four people.

18. BUDGET:

<b>EXPENSES</b>	<b>DOLLAR AMOUNT</b>	<b>TIMES (X)</b>	<b>NO. OF STUDENTS</b>	<b>TOTAL</b>
Registration				
Transportation (Car)				
Transportation (Plane)				
Lodging (Motel/Hotel)				
Meals				
Misc. Expenses (explain below)				
<b>Total Request from SAFC (Above)</b>				
Total Requests from <b>OTHER</b> sources				
<b>Total Amount Requested from ALL sources (including SAFC)</b>				



Explain the Misc. Expenses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**19. IMPORTANT:** ATTACH AN ADDITIONAL SHEET EXPLAINING HOW ATTENDING THIS CONFERENCE/EVENT WILL BENEFIT UMKC, YOUR ORGANIZATION AND YOURSELF

Signature:

I can attest that the information submitted above is correct and grant the Office of Student Involvement permission to check the enrollment status and GPA (if needed) of the students listed above.

\_\_\_\_\_  
(Signature of person submitting request and date)

\_\_\_\_\_  
(Print Name)

Advisor:

\_\_\_\_\_  
(Signature of Advisor submitting request and date)

\_\_\_\_\_  
(Print Name)

Appropriate Administrator:

\_\_\_\_\_  
(Signature of Appropriate Administrator submitting request and date)

\_\_\_\_\_  
(Print Name)

## UNIVERSITY OF MISSOURI

Student Organization:

Title of Event:

Date of Event:

### HOLD HARMLESS RELEASE AGREEMENT

1. I agree that my participation in this activity is entirely voluntary. I know I should not enter this activity unless I am medically able to participate and by signature below attest that I am medically fit to participate.

I further state that I am aware that resulting injuries can range from minor to serious including broken bones, loss of limbs, paralysis and death.

2. That in consideration of my participation in this program, I agree, on behalf of myself, my assigns, executors and heirs, to release and hold harmless the Curators of the University of Missouri and their trustees, officers, employees and agents from any and all liability, damage or claim of any nature whatsoever arising out of my participation.
3. I understand that the University may not provide any Accident or Medical Insurance.
4. I agree to follow all University policies and procedures throughout the duration of this event, and may be punished by University judicial proceedings for any violation thereof. Specifically, I will not consume alcohol at any time during the event. I am not presently under the influence of alcohol.
5. I understand that the University bears no responsibility for any loss of property I experience during this event.
6. I have read and understand the terms of this Release and agree to all terms and conditions.

7. I am of lawful age and legally competent to sign this waiver and release, and I have signed this document as my own free act.

\_\_\_\_\_  
Signature and date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature and date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature and date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature and date

\_\_\_\_\_  
Print name

**STUDENT ORGANIZATION TRAVEL CHECKLIST:**

It is strongly recommended that student organizations use the checklist below to assure they have completed all guidelines for travel:

**Required Guidelines:**

\_\_\_\_\_ Schedule a Travel Meeting with the Office of Student Involvement 3 weeks before departure.

\_\_\_\_\_ Make a copy of the Conference Agenda/Itinerary to be submitted at travel meeting.

\_\_\_\_\_ All student travelers must sign the Hold Harmless Release Agreement Form to be submitted at OSI travel meeting.

\_\_\_\_\_ All drivers must be over 21 years old and have a valid driver's license and insurance to be submitted to the Office of Student Involvement during travel meeting.

\_\_\_\_\_ All Travelers must stay at the conference hotel.

\_\_\_\_\_ Make arrangements for transportation with personal, rental, or UMKC vehicles.

\_\_\_\_\_ Schedule a Travel Meeting with the Office of Student Involvement 3 weeks before departure.

\_\_\_\_\_ Complete a Student Organization Travel Roster Form listing the names of members attending trip, phone numbers, emergency contact numbers.

\_\_\_\_\_ Ensure student organization has ample funds to cover trip expenses prior to submitting travel request.

\_\_\_\_\_ Obtain a map and directions of route the organization will be traveling with alternate routes.

\_\_\_\_\_ Develop a list of phone numbers in the case of an emergency (Attached sheet).

\_\_\_\_\_ Ensure that ALL vehicles traveling with the organization have a cellular phone with emergency contact numbers.

\_\_\_\_\_ Ensure that necessary paperwork is taken on trip (conference agenda/itinerary, contact numbers, insurance/liability papers if needed, etc...)

\_\_\_\_\_ Inform members verbally and in writing of all policies, rules, discipline actions and regulations governing the trip.

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**Name** (last, first)

**Phone #**

**E-mail Address**

**Emergency Contact  
Name & Phone #**

	<b>Name</b> (last, first)	<b>Phone #</b>	<b>E-mail Address</b>	<b>Emergency Contact Name &amp; Phone #</b>
1	<b>Roo, Kasey</b>	<b>816-235-1407</b>	<b>kcroo2011@mail.umkc.edu</b>	<b>Mama Roo 816-235-1407</b>
2			<b>@mail.umkc.edu</b>	
3			<b>@mail.umkc.edu</b>	
4			<b>@mail.umkc.edu</b>	
5			<b>@mail.umkc.edu</b>	
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