



Registered Student Organizations Travel Policy

If you are traveling over 50 miles on behalf of a registered student organization of Michigan Tech, regardless of mode of transportation, each participating member must read and abide by each of the following:

- All behavior of traveling members must comply with Michigan Tech's Board of Control Policy 7.5.3, "Expect that accepted standards of good taste and University policies be observed in the social conduct of an organization."
- Use or influence of alcohol and/or drugs is strictly prohibited while traveling in a vehicle on behalf of a registered student organization (Required medications that do not impair driving ability or cause drowsiness are permitted.)
- All drivers and passengers in vehicles must wear a seatbelt.
- If using a personal vehicle, the vehicle must be properly registered and insured.
- Drivers must have a valid license and a safe driving record.
- Before traveling, the organization members traveling should check ahead for weather conditions, and in the event of inclement weather, adjust their plans accordingly. Drivers are expected to exercise good judgment and should not travel when conditions are unsafe, for example, if National Weather Service advisories, watches or warnings are issued for fog, heavy rain, snow, icy conditions or other hazards.
- At least two days before travel departure, the organization must **submit an itinerary** to Student Activities, which includes scheduled activities, travel routes, and lodging accommodations.
- At least two days before travel, the organization must submit a list of all persons traveling, along with their cell phone numbers.

Completed Travel Policy Forms must be turned in to Maryann Wilcox in MUB 112 at least two days prior to travel. Organizations that do not comply with this policy risk the loss of future travel funding opportunities through the Undergraduate Student Government and will not be approved for future motor vehicle rental through the University. If you have any questions regarding travel for registered student organizations, please contact:

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