



**Michigan  
Technological  
University**

## Registered Student Organizations Travel Policy

Name of organization: \_\_\_\_\_

Name of student completing this form: \_\_\_\_\_

**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 Trustees 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.
- The organization must attach a **travel itinerary** to this form which will include scheduled activities, travel routes and lodging accommodations.
- All student organization travelers must be listed on the back of this form. Each traveler must read this policy, sign in the space provided and include their cell phone number.

Completed Travel Policy Forms must be turned in to Student Activities 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:

Student Activities Office  
Memorial Union Building 112  
906-487-2402  
[rso@mtu.edu](mailto:rso@mtu.edu)

Last Revised: 10/17/2018

Name of Student Organization: \_\_\_\_\_

Name of Primary Student Contact for this event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time (*estimated*): \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time (*estimated*): \_\_\_\_\_

In the event that plans change or your organization needs assistance from the University, who will you contact?

Michigan Tech Staff/Advisor Emergency Contact (name and phone): \_\_\_\_\_

**To be completed by EACH member traveling:**

By signing my name below, I am indicating that I have read and agree to the travel policy guidelines. I certify that I am at least 18 years of age and while participating in this event, I hereby release the sponsoring organization and Michigan Technological University from any liability and hold them harmless for any risk or danger that may occur during travel or while participating in scheduled and unscheduled activities.

<b>Print Name</b>	<b>Signature</b>	<b>Cell Phone Number</b>

Primary Contact Signature: \_\_\_\_\_