

Non-Academic Departments

Departments t Work Related Travel

- x Employees and student workers of your department do not require any special process. Please note that students who work in your department are considered employees for insurance purposes as long as they are traveling on work related functions using university vehicles.

Departments that host student events (not club rrelated) Day Trips

- x The department must appoint a full time faculty or staff member as Travel Group Leader.
- x The Travel Group Leader must accompany the group and oversee the trip in its entirety.
- x The Travel Group Leader is responsible for having each participant complete and return a Hold Harmless Agreement. These forms must be kept on file for three years.
- x Does not require Tour Application or Risk Management process.

Departments that host student events (not club rrelated) t Overnight Trips

- x The department must appoint a full time faculty or staff member as Travel Group Leader.
- x The Travel Group Leader must accompany the group and oversee the trip in its entirety.
- x Requires Risk Management Approval Process

AUSA, Graduate Association Student Life Sponsored Student Events (not club rrelated)

Day Trips

- x Student Life must appoint a full time faculty or staff member within their department or an AUSA Officer as Travel Group Leader.
- x The Travel Group Leader must accompany the group and oversee the trip in its entirety.
- x The Travel Group Leader must collect a Hold Harmless Agreement from all participants and keep them on

Overnight Trips

- x The department must appoint a full time faculty or staff member as Travel Group Leader
- x Travel Group Leader must accompany the group and oversee the trip in its entirety.
- x Requires Risk Management Approval Process

Gymnastics and Intercollegiate Sports If multiple trips are planned in a semester, the Hold Harmless Form can be used for all outings within the semester. Please see the Academic Section for Multiple Trips on page 1.

Day Trips

- x The department must appoint a sponsor as Travel Group Leader.
- x The Travel Group Leader must accompany the group and oversee the trip in its entirety.
- x The Travel Group Leader must collect the Hold Harmless Agreement from all participants and keep them on file for three (3) years.
- x Does not require Tour Application Process or Risk Management Approval.

Overnight Trips

- x The department must appoint a sponsor as Travel Group Leader
- x Travel Group Leader must accompany the group and oversee the trip in its entirety. X