

TRAVEL POLICY – Prior to Traveling

Purpose The purpose of this travel policy is to encourage safe practices while traveling on University-related business (i.e., fieldtrips, retreats, conferences, athletic events, etc.) and to educate University driver’s on Risk Management’s practices.

Travel Forms Prior to a planned trip a **Travel Form** will be completed (located on the Finance website under Risk Management or contact the Risk Management Department).

The travel form should be submitted to the Risk Management department **at least one week prior** to the planned trip so the following procedure can be followed:

Stage	Description								
1	Elected driver(s) are on the University approved list and 18 years of age								
	<table border="1"> <thead> <tr> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>If not on approved list</td> <td>Forward Motor Vehicle Authorization form</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Status	Action	If not on approved list	Forward Motor Vehicle Authorization form				
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2									

Insurance Coverage The following describes the University’s automobile coverage.

Coverage	Description
Personal Vehicle	<p>The University’s automobile liability coverage will be excess over the insurance for personal vehicles used while traveling on University business.</p> <p>Faculty and staff are personally liable for physical damage to their vehicle while traveling on University business.</p>

Rented Vehicle	<p>The University's automobile coverage provides coverage for a vehicle rented on behalf of the University.</p> <p>There is no insurance coverage under the University's automobile coverage for faculty and staff renting a vehicle on behalf of the University and using the rented vehicle for personal use.</p>
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