

## **Student Travel Policy**

All off campus travel to an activity or event involving students shall be conducted in accordance with United Tribes Technical College (UTTC) policies and procedures.

**Off-Campus Student Travel** is defined as any off-campus overnight travel, other than internships, to an activity or event at which the student is representing UTTC.

### **Standard of Conduct:**

Students participating in UTTC sponsored off-campus student travel are subject to UTTC's Student Code of Conduct.

### **Eligibility Criteria:**

Students must be in good academic standing to participate in UTTC sponsored off-campus travel, including athletic events. Good academic standing is defined as a minimum grade point average of 2.0 two weeks prior to travel.

### **Procedure\*:**

1. Students must complete the Student Travel Contract and attach it to the travel authorization form prior to traveling.
2. The travel authorization form will be submitted for approval according to the UTTC Travel Policy.
3. All travel arrangements for students (e.g. lodging, per diem) are processed by the Finance Travel Coordinator.
4. The schedule of expenses form must be completed by the students upon their return to campus.

*\*These procedures do not apply to student athletes traveling on a bus with the team.*

# United Tribes Technical College Student Travel Contract

This contract is between United Tribes Technical College and

\_\_\_\_\_  
(Student's name)

as a member of the United Tribes Technical College

\_\_\_\_\_  
(Group/Club/Organization/Team)

To attend \_\_\_\_\_ at \_\_\_\_\_  
(Event) (Location)

From \_\_\_\_\_ to \_\_\_\_\_  
(Departure Date) (Return Date)

## Financial Obligations:

I understand financial obligations exist when agreeing to participate in this trip. Should I sign this contract and arrangements are made for me to travel and I do not travel for any reason, I understand that I may be obligated to reimburse UTTC for any money spent on my behalf that cannot be recovered.

\_\_\_\_\_  
(Student Signature)

## Participant Obligations:

I understand this trip is a privilege that can and will be immediately revoked if I violate any of the following stipulations:

*Read and initial the following statements indicating you understand and agree.*

- \_\_\_\_\_ I understand I must be in good academic standing two weeks prior to travel, when the travel authorization form is submitted.
- \_\_\_\_\_ I acknowledge that I will conduct myself in a professional, safe manner during the trip and will strive to represent UTTC well.
- \_\_\_\_\_ I will attend all events listed on the itinerary for this trip unless ill. I understand I must seek permission to deviate from the listed itinerary and that any decision by the designated chaperone is final.
- \_\_\_\_\_ I understand UTTC strictly prohibits the use of alcohol or illegal drugs by all students while participating in UTTC sponsored travel, including those who are of legal age to consume alcohol.
- \_\_\_\_\_ I understand if any issues should arise, I will seek the help of the designated UTTC chaperone(s) immediately.
- \_\_\_\_\_ In the event a UTTC designated chaperone determines that I should be sent home for misconduct, I understand that I am responsible for all expenses involved in returning to Bismarck, ND. I may be required to reimburse UTTC for travel expenses should this happen.
- \_\_\_\_\_ I acknowledge there is risk when traveling on public roads and highways and any risk of injury or inherent danger is understood and voluntarily assumed.
- \_\_\_\_\_ I agree to hold harmless and indemnify UTTC from any judgment or expense legally incurred by me while participating in this trip (unless said expense has been previously approved by UTTC).
- \_\_\_\_\_ I understand and agree that I am liable for any claims that arise out of strict liability, willful acts, ordinary negligence or gross negligence during the course of this trip and release UTTC from such liability.
- \_\_\_\_\_ I agree and expect to adhere to the UTTC Student Code of Conduct at all times.
- \_\_\_\_\_ I agree to conduct myself in a manner that is respectful of everyone involved as a representative of United Tribes Technical College and the state of North Dakota.

**By signing this form, I agree to the stipulations above for participation in this trip.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Emergency Contact Information

Name(s): \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Address: \_\_\_\_\_