SUBJECT: DOMESTIC AND INTERNATIONAL TRAVEL: STUDENT ORGANIZATIONS AND STUDENT GOVERNMENT

NUMBER: 1230

AUTHORIZING BODY: VICE PRESIDENT FOR STUDENT AFFAIRS

RESPONSIBLE OFFICE: DEAN OF STUDENTS

DATE ISSUED: AUGUST 1986

LAST UPDATE: OCTOBER 2000

RATIONALE:

POLICY: Representatives of recognized student organizations and student government groups, in order to fulfill the purpose of the organization, may engage in off-campus travel. At all times they must recognize their responsibilities for compliance with Oakland University policies, ordinances, and state and local laws. Depending on the nature of the travel, the university may set conditions or require an adviser or other university official to travel with the group. No student organization or student government travel will be authorized or supported with university monies without prior approval by the appropriate university official. Unapproved travel will not be eligible for reimbursement from a university account.

SCOPE AND APPLICABILITY:

DEFINITIONS:

PROCEDURES:

Authorization: Requests for permission to travel must be submitted to the Center for Student Activities (CSA) a minimum of ten working days in advance of the travel date. The CSA representative will review all requests for travel in consultation with the Purchasing and Risk Management Office and the Dean of Students Office. The CSA representative has approval authority for in-state travel. In cases where travel will be outside the State of Michigan or outside the continental United States, approval must be obtained from the Vice President for Student Affairs or his/her designee. The review of the request for travel will take into consideration the
educational nature of the trip and the mission of the university. Generally, out-of-state travel by student organizations and student government that has primarily an educational, cultural, or recreational purpose, is related to club sports or official university competition, or is related to student government business will be approved under this policy. Intercollegiate athletic travel is approved by the Athletic Director.

**Waiver of Responsibility:** All students are required to sign the Waiver of Responsibility for Participation in Activity (see Appendix). Forms may be obtained from the CSA office.

**RELATED POLICIES AND FORMS:**

**APPENDIX:**

*Waiver of Responsibility for Participation in Activity*