

Travel Policy

Approved Fall 2018

Applicability

It is the policy of the Student Association to promote safety and to encourage its members to engage in safe conduct when traveling to and from activities or events.

This Travel Policy shall apply to any activity that is located more than 100 miles from UB's North Campus and involving SA or an SA recognized club/organization.

Clubs that encourage or require one or more members to travel to events and activities covered under this policy are responsible for verifying that those members are aware of and abide by this policy. Penalties for violation of this policy may be assessed by the SA Senate and may include: (1) fines to the club or de-recognition of the club, and/or (2) loss of van privileges for the club or travelers involved in the violation, and/or (3) prohibition on violating students travelling to future SA or SA club events, and/or (4) personal liability on the part of the violator.

Health and Safety

1. *Each form of travel requires members to follow common and mode-specific safety precautions. Travelers must use sound judgment and follow all applicable laws.*
2. *Seat belts and other safety devices must be used at all times. Maximum passenger capacity in vehicles shall be the amount of people who can fit in the vehicle with each having his/her own seat belt.*
3. *People traveling to and from activities or events covered under this policy should have a minimum of six (6) hours sleep before driving and drive no more than six (6) hours of driving in a twenty-four (24) hour period.*
4. *People who travel to and from events and activities covered under this policy using privately owned vehicles or any vehicles other than those owned or rented by SA are still required to follow the SA Travel Policy and all laws.*
5. *People traveling by air and other modes of commercial transportation must comply with all laws applicable thereto.*

Legal Requirements

1. *Any club trip must be approved by the SA Treasurer and either the SA President or Vice President; this approval shall be evidenced by their signature on the pre-encumbrance form for the expenses related to the trip.*
2. *Anyone going on club trip must complete a standard Student Participation Form in which the traveler acknowledges the risks, agrees to abide by certain reasonable rules and releases SA from liability.*
3. *SA may require travelers or the club to submit written proof of compliance with any or all sections of this policy in form reasonably acceptable to SA.*
4. *Travelers are required to abide by any laws in the countries, states and local jurisdictions that they visit and must follow reasonable rules set by SA. Trips must comply with all applicable laws and SUNY, UB and SA policies.*
5. *The following information must be provided to the SA Administrative Director in writing and certified by the club president at least **5 business days prior to any trip**: destination*

and itinerary, documentation of the allowable purpose of the trip, list of travelers (including name, date of birth, address, phone number of traveler and phone number of emergency contact), and detailed information about any privately owned vehicle that will be used in the trip (including copy of registration and proof of insurance). This includes if you are flying someone in from elsewhere.

Requirements Concerning Use of Student Activity Fees on Travel

1. There must be a minimum number of 2 undergraduate students (who are members of the club) participating in a club trip in order for it to be deemed a club event for which Student Activity Fee funds may be used.
2. There is no limitation on the amount of funds a club can fundraise in support of a trip.
3. Any portion of the trip not paid for by the club shall be paid by the traveler directly in advance. The SA Treasurer may set reasonable rules concerning the collection of any student contribution.
4. Clubs may pay for travel, overnight stay accommodations, participation in organized events (such as competitions, conferences or exhibitions) or a portion thereof.
5. Clubs may pay for recreational activities (or a portion thereof) if attended by all Travelers and if directly related to the purpose of the club.
6. Travelers shall be required to pay for their own incidentals (except for those that are part of organized events such as banquets or conferences which are directly related to the purpose of the trip).
7. Only actual, necessary and reasonable business expenses will be paid for. A common carrier (train, bus, plane) usually results in the most economical method of transportation. The most economical method should be used unless there are circumstances that would make this unreasonable.
8. When choosing the method of transportation SA Participants should consider several factors, such as distance traveled, time to travel this distance, number of travelers, numbers of locations to be visited, and what type of transportation may be available. Many airlines offer lower fares for travel on weekends. SA Participants should take advantage of super saver rates whenever possible, if a savings is realized. To obtain the lower airfare, there may be additional lodging and other expenses. A cost comparison should be done to determine cost effectiveness (show airfare savings exceeds extra costs incurred).

Additional Requirements for International Travel

1. Travelers must have a passport for international travel that will be valid for at least three months beyond the scheduled end of the trip. Some countries may require travelers to obtain a visa prior to departure in order to enter the country. It is the traveler's responsibility to determine whether he/she will need a visa, and what type of visa is appropriate. This information can be obtained from the nearest embassy or consulate for the host country.
2. At least two months in advance of the departure date, travelers must contact the Travel Clinic, Student Health Office, University at Buffalo (716-829-3316) to obtain information regarding any possible risk of infectious diseases in the areas to which travelers plan to travel and regarding recommended precautions, immunizations and/or prophylactic medication. Travelers are also advised to visit the Centers for Disease Control and Prevention ("CDC") website for current travel and risk advisories and are likewise encouraged to receive the recommended immunizations and prophylactic treatments either from the Student Health Office or a provider of their

choosing. Since the cost of the immunizations and or prophylactic medication may or may not be covered by insurance, travelers should check their health insurance policy to determine whether such treatments are covered. SA shall not be responsible for these costs.

3. Each traveler at his/her own expense must acquire medical insurance and medical evacuation/repatriation insurance that will cover him/her in the host country.
 4. No International Trip may take place to any country designated under a "Travel Warning" by the U.S. Department of State on its website. According to the U.S. Department of State, "Travel Warnings are issued when long-term, protracted conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff."
 5. The U.S. Department of State also lists "Travel Alerts" on its website. "Travel Alerts are issued to disseminate information about short-term conditions, either transnational or within a particular country, that pose significant risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert." An International Trip to location that is subject to a relevant Travel Alert by the U.S. Department of State is subject to approval by the SA President and Treasurer.
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