



Student Travel Proposal – College of Arts and Sciences

Guidance on Student Travel for Academic and Co-Curricular Experiences (UNL Policy, 7.29.20)

Student travel for academic and co-curricular experiences requires pre-approval by the DEO of the respective academic program and the dean of the college in which the program resides. This guidance applies to undergraduate, graduate, and professional students. Departments and programs should sponsor such travel only if the experience's outcomes are critical to the students' academic program and cannot be achieved virtually or through an alternative on-campus experience. Departments and programs organizing student travel for off-campus academic and co-curricular experiences are expected to follow the university's health and safety guidelines (physical distancing, face coverings, etc.) including while traveling to and from the off-campus locations. Organizers must ensure students who are not able to participate in such travel receive alternative accommodations for the experience to ensure equity and inclusion.

University-sponsored student travel should occur only if the travel can be conducted in full compliance with public health guidance issued by both the State of Nebraska and, if applicable, the destination state at the time of travel. It is the responsibility of the faculty or staff member organizing the trip (instructor, RSO advisor, etc.) to ensure that the student travel is fully compliant. All students traveling officially for the university beyond a ten mile radius of the campus must be covered by a minimum of \$30,000 accidental death insurance and \$2,500 medical cost reimbursement insurance. Students who do not have the minimum insurance requirement may purchase short term-coverage at a rate of 25 cents per day through the Benefits Office of the Department of Human Resources. The form is provided in a link below.

Student travel for academic and co-curricular experiences can be canceled without notice at any time, even if previously approved, at the university's discretion in the interest of health and safety.

Please note: Student organization and other co-curricular student travel must be approved by the Office of Student Affairs.

If you believe travel is critical to the learning outcomes of your course, complete the following proposal and submit to your unit DEO for approval. The DEO will submit to casdeansoffice@unl.edu for Dean's Office for approval.

1. Submitter Name: _____
2. Associated Course Number/Name: _____
3. Instructor(s) Accompanying Students: _____
4. Number of Students Traveling: _____
5. Destination: _____
6. Date(s) and Time(s) of Travel: _____

7. Mode of Travel (check all that apply):

_____ University vehicle _____ City bus _____ Other (please specify):

8. Necessity of Travel (i.e., explanation for why the travel is necessary to meet the learning outcomes for the course):

9. Explanation of how health and safety measures will be achieved during travel and throughout the off-campus experience (i.e., physical distancing, face coverings, other directed health measures):

10. How will students unable to participate be accommodated?:

Approved by:

Unit DEO

Date

Dean

Date

Refer to the following links for additional information regarding university policies:

<https://travel.unl.edu/policies/travel-involving-students>

<https://covid19.unl.edu/exemption-requests-student-travel-academic-and-co-curricular-experiences>

And the following links for information regarding trip insurance, university vehicles, and driver authorization:

<https://hr.unl.edu/Student%20Field%20Trip%20Form%20draft.docx>

<https://fleetmanagement.unl.edu/>

