



## **Campus Administrative Policy**

**Policy Title: Domestic Travel Policy for Faculty and Staff  
(Travel Involving Students or Others)**

Policy Number: 1037      Functional Area: Academic and Faculty Affairs

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Effective:	July 1, 2016
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Supersedes:	Domestic Travel Policy for Faculty and Staff (Traveling Involving Students or Others)
Approved by:	Roderick Nairn Provost and Executive Vice chancellor for Academic and Student Affairs
Prepared by:	Office of the Provost
Reviewing Office:	Provost and Executive Vice Chancellor for Academic and Student Affairs
Responsible Officer:	Provost and Executive Vice Chancellor for Academic and Student Affairs
Applies to:	CU Anschutz CU Denver

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### **A. Introduction**

This policy provides guidance and standards for faculty and staff traveling domestically under the auspice of the University of Colorado Denver | Anschutz Medical Campus (the “University”) for the purpose of university service-related trips, study, data gathering, field experiments, and other forms of research, and recognizes two types of campus-related domestic travel:

1. Domestic off-campus courses and/or educational experiences not requiring overnight accommodation

In this category are courses entailing off-campus travel (multiple trips, excursions, etc.) that take place within the greater Denver area, with no overnight accommodation required.

2. Domestic off-campus courses and/or educational experiences requiring overnight accommodation

These extended courses may take place in any of the 50 United States or its territories and require overnight accommodation. Such travel requires the development of a Risk and Emergency Response Plan (attached) which must be approved and signed by the department chair, or designee.

## **B. Table of Contents**

A. Introduction .....	1
B. Table of Contents .....	2
C. Policy Statement and Exclusions .....	2
D. Policy Guidelines for Faculty, Staff, and Non-University Personnel ..	4
Appendix A.....	9
Appendix B .....	10

## **C. Policy Statement and Exclusions**

1. Policy Statement

This policy provides guidance and standards for faculty and staff concerning university-related or sponsored domestic travel for the following groups of individuals when it is associated with a credit-bearing course, university service- related trips, or a program resulting

in a certificate and/or other recognition of completion:

- Faculty or staff accompanied by students;
- Faculty or staff who have direct oversight of students participating in domestic travel learning activities, but do not accompany students during travel; and,
- Non-university travelers (such as volunteers, spouses and family members, and independent contractors) accompanying university travelers.

This policy provides guidance to mitigate and manage risk for faculty, staff, and students traveling domestically under the auspices of the university.

Grant-funded domestic travel, where the grant is processed through the university or the CU Foundation, is subject to this policy, as well as to any regulations set by the granting agency.

## 2. Policy Exclusions

- a. International travel study courses, internships, clinical rotations, practicums, and other international learning experiences are not covered under this policy, and should be coordinated with the CU Denver Office of International Affairs, in adherence with the following campus policies:
  - Policy 1035, *International Travel Policy for Faculty and Staff*
  - Policy 7015, *International Travel Policy for Students*
- b. Domestic internships, clinical rotations, practicum for academic departments, schools, and colleges are not covered by this policy, but must comply with the sponsoring department, school, or college requirements.

- c. Undergraduate, graduate, and PhD student-initiated, student-led, and/or instances where travel arrangements are procured by the student for independent learning experiences that are not university related, conference attendance, and/or educational opportunities that students engage in outside of direct university oversight. If university funds are used for these excursions, it is advised that the department, school, or college ensure that a [General Notice to Participants of Risk/Waiver of Responsibility](#) be completed by the travel sponsor and signed by the student prior to travel. Student-led trips must follow all applicable guidelines and procedures as determined by the Office of Student Affairs.
- d. Field trips within the Denver metro area with no overnight stay, if limited to no more than three during a semester course, are not required to prepare a Risk and Emergency Response Plan, but these plans are recommended. At a minimum, faculty developing a course with a field trip are encouraged to provide the department with a participant list and site contact (including phone number) in case of emergency (if such information is not already required in the department, school, or college course approval process).
- e. Domestic travel that has no connection to the university, such as personal vacation.
- f. Domestic travel by faculty and staff when not accompanied by students.

#### **D. Policy Guidelines for Faculty, Staff, and Non-University Personnel**

##### **1. Guidelines for Faculty and Staff**

All university departments, schools, and colleges with faculty and/or staff engaged in domestic off-campus courses and/or educational experiences involving students

shall implement a course approval process for all credit-bearing courses and programs resulting in a certificate and/or other recognition of completion. This approval process should, at a minimum, address the following items:

- Demonstrate the academic nature and educational value of the experience and its importance to the student's degree program and that student travel is "essential";
- Ensure any course and/or educational experience posting requirements into the university course inventory are followed;
- Courses and/or educational experiences must be vetted and approved following department, school, or college and university established procedures;
- Identify locations that will be visited during the course and/or educational experience prior to requesting department, school, or college approval;
- Incorporate information from [University Risk Management off-campus guidelines, checklists, and other resources](#); and,
- Identify risk of travel including means of student transportation to site. Complete and acquire appropriate waivers if university-sponsored transportation is used or if the risk of the activity necessitates the use of a waiver. [Waivers can be found here](#):

All university faculty or staff members who accompany students or provide direct oversight of students participating in domestic off-campus courses and/or educational experiences shall follow their appropriate department,

school, or college approval processes.

All university travelers must follow appropriate university administrative policies and legal/regulatory and research compliance standards. All university travelers are expected to comply with local, state, and federal regulations while traveling, working, and transacting business. Legal codes may differ from state to state and it is the responsibility of the traveler to comply with these regulations. Appendix A provides suggested regulatory compliance references.

Faculty and staff should take care not to promote learning and educational experiential opportunities involving domestic travel that have not been vetted by the university and that are not affiliated with the university. If faculty or staff and staff list these providers and opportunities on the university website or by other means, they must include the following disclaimer:

- *“The (fill in program name here) is operated by an organization independent from and not affiliated with or sponsored by the University of Colorado Denver | Anschutz Medical Campus. Students who choose to participate in this program do so with the understanding that the university does not oversee, operate, or manage this program and will not be liable to the students, family, heirs, or assigns under any circumstances for anything which may arise during the course of this program or during independent travel that may occur after the program has ended.”*
- a. Requirements for Faculty and Staff: Domestic off-campus courses and/or educational experiences involving students and **requiring overnight accommodations**

Any university faculty or staff who will either accompany a university student(s) or directly oversee/plan (even if not in attendance during) a student’s domestic off- campus travel

**requiring overnight accommodations must** also:

- Develop a Risk and Emergency Response Plan that addresses general types of risks and response protocols for the intended trip. This plan must be approved and signed by the department chair (or designee) prior to commencement of the off-site activity. A sample Risk and Emergency Response Plan is located in Appendix B.
- Provide an orientation to all leaders and students, prior to travel, in order to review the Risk and Emergency Response Plan and ensure that all necessary waiver forms are completed.

## 2. Guidelines for Non-University Personnel

Non-university personnel, traveling under the auspice of the university and accompanying university travelers must:

- Be approved by department leadership;
- Comply with university domestic travel policies for the duration of their travel;
- Comply with university administrative policies, including background check requirements;
- Comply with the laws of each state while traveling, working, and transacting business.

Family, friends, unaffiliated colleagues, etc. must complete and sign the [Travel Agreement, Notice of Risk and Waiver of Responsibility](#).

Volunteers and independent contractors traveling with University faculty and staff in order to participate in

University directed activities should be designated an Authorized Volunteer by completing and signing the [Authorized Volunteer Agreement, Notice of Risk and Waiver of Responsibility](#)

The department authorizing these individuals must ensure that the completed waiver is sent to their department's record keeper for retention, per the [CU System Administrative Policy Statement \(APS\) 2006, Retention of University Records. University Records Retention Policy](#).

The university is not responsible for providing support or services to unaffiliated travelers. There may be prohibitions on unaffiliated travelers, in certain instances.

## Notes

1. Dates of official enactment and amendments:  
July 1, 2016: Adopted  
by the Provost  
October 10, 2016:  
Revised  
June 7, 2018: Reformatted
2. History:  
October 10, 2016: Late edits included that were conceptually part of the original policy. June 7, 2018: Reformatted to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.
3. Initial Policy Effective Date: July 1, 2016
4. Cross References/Appendix:
  - [Campus Policy 1036, Oversight of International Travel by Faculty, Staff and Students](#)
  - [Campus Policy 7015, International Travel Policy for Students](#)
  - [Appendix A, Regulatory Compliance References](#)
  - [Appendix B, Risk and Emergency Response Plan for Domestic Travel Programs](#)



## **Appendix A**

### **Regulatory Compliance References**

All university travelers must follow appropriate university administrative policies and legal/regulatory and research compliance standards. All university travelers are expected to comply with local, state, and federal regulations while traveling, working, and transacting business. Legal codes may differ from state to state and it is the responsibility of the traveler to comply with the following applicable regulations, which include (but are not limited to):

- Obtain travel approval, per the University of Colorado System official administrative travel authorization statement [Office of Policy and Efficiency \(OPE\)](#)).
- Comply with the university Procurement Procedural Statement ([Procurement Service Center- Travel](#)) and follow all procurement guidelines ([Procurement Service Center](#)) while traveling.
- Comply with all regulations, restrictions, and sanctions imposed by United States authorities. More information, contact the University of Colorado Denver|Anschutz Medical Campus Office of Regulatory Compliance at 303-724-0982.
- Obtain approval from the Colorado Multiple Institutional Review Board (COMIRB) if the course requires human subject research that will be conducted by faculty, staff, or students of the University of Colorado Denver ☐ Anschutz Medical Campus (or its affiliates). COMIRB may be contacted at 303-724-1055.
- Comply with university (and United States, when applicable) regulations for animal care and use. Transport of animals, animal parts, animal blood, and fluids is subject to restrictions according to United States law. Contact the University of Colorado Denver|Anschutz Medical Campus Office of Laboratory Animal Resources at 303-724-2322 for additional information

**Appendix B**  
**Risk and Emergency Response Plan For**  
**Domestic Travel Programs**

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Program Name:

Primary Program Leader: Program Dates:

Number of Participants:

Plan Approval (required); include Printed Name and Signature:

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Safety of University of Colorado Denver ☐ Anschutz Medical Campus faculty, staff, and students is priority, and in order to keep people safe, adequate planning and preparation is required. In spite of all possible precautions, there are still those “unforeseen” incidents that may occur. While the Domestic Travel Risk and Emergency Response Plan is comprehensive, it also expected to be flexible and pragmatic. This plan is intended to provide leadership and program participants with pertinent information for dealing with emergency/crisis situations which may occur during travel.

Program leaders will need to use good judgment and communicate as much as possible with all parties involved. It will also be important for the program leader to document all actions and communication during emergency/crisis situations. The conditions requiring crisis management include, but are not limited to, the following:

- Injury, illness, loss, or death of a program participant or leader;
- Emotional or psychological stress that makes it difficult for a participant or leader to continue in the program;
- Being the victim of a crime or being accused of committing a crime;
- A situation that causes serious concern (political, economic, natural disaster, drug/alcohol, epidemic, etc);

- A travel interruption that interferes with program participants returning to campus as scheduled;
- Or any other circumstance where the program leader questions a participant's program participation.

Please provide the following information about the program:

**Identify potential risks associated with your program:**

- Consider potential physical safety hazards that may be present at your program site

Risk and Emergency Response Plan

For Domestic Travel Programs

**EMERGENCY CONTACTS**

**Primary Leader phone number:**

Cell Number:

Landline number, on site:

**Assistant Leader Contact** (please include country code):

Cell Number:

Landline number, on site:

**Site Accommodations Address(es)/Phone(s):**

**Site Hospital Address/Phone (attach map):**

**Site Police Department Address/Phone:**

**Site Partner Name/Phone (if applicable):**

**Site Fire Department Address/Phone:**

**University Department Contact and Phone:**

**Other Key Site Contact(s):**

**Identify two evacuation rally points in the event of an emergency (per site):**

**Itinerary Outline (date, location, means of transport):**

## **Risk and Emergency Response Plan**

### **For Domestic Travel Programs**

Below are steps to take if an emergency/crisis situation arises during a domestic travel program:

#### **Contact local law enforcement via 9-1-1.**

- Know your location at all times and communicate this to 9-1-1 operator. Be aware that 9-1-1 calls made from a cell phone may not reach the closest dispatch center, so be clear about your exact location when speaking to dispatch operators.
- Convey as much information as possible about the incident to the 9-1-1 operator.
- Stay on (or appoint someone to stay on) the line with 9-1-1 until they arrive on scene, if possible/safe to do so.

#### **Ensure your safety and the safety of your group.**

- Contact and account for all program participants.
  - Determine and record their present location and whether they are safe.

#### **Assess the situation and any threats or dangers posed to program participants.**

- What specific threats or danger do program participants face?
- What immediate steps can and should be taken to reduce harm, danger, or threat level?
- Are people safer staying where they are (sheltering in place)? Should they evacuate to a designated evacuation rally area?

#### **Maintain an activity log throughout the emergency.**

- Assign a specific person for this task and rotate duties, as needed.

#### **Additional considerations:**

- All program participants and leaders must be briefed on this plan and should have a copy, prior to leaving campus.
- Include a program participant roster with this plan, including all participants' contact information as well as an emergency point of contact for each participant.

- Are communications available throughout the duration of your program to anyone that needs to get help in an emergency?
  - a) If not, identify when communications are unavailable and corresponding actions.
  
- If the Primary Program Leader is incapacitated during program operation, who will manage the program?
  - a) Who will stay with the Primary Program Leader?
  
- If a student(s) or other participant(s) is/are incapacitated, who will stay with that person(s) in the event they are hospitalized or otherwise unable to travel with the rest of the group?