

PRINCETON UNIVERSITY DOMESTIC AND INTERNATIONAL TRAVEL POLICIES AND PROCEDURES

General Policies

All religious student organization travel must be registered in the Office of Religious Life by filing an [Events Registration Form](#), a completed [Registered Student Religious Organization Travel Form](#), and a [Release and Hold Harmless Agreement](#). All forms are also available in the Lobby of Murray-Dodge Hall.

- The group contact information and roster of students attending the trip, required on the submitted forms, will be used only under emergency situations.
- All traffic violations are the responsibility of the person driving the vehicle.
- All traffic accidents must be reported as soon as possible to the Department of Public Safety. If you are not on campus, please report the accident via phone to 609-258-3134. A detailed report of the accident must be submitted in writing to the Office of Religious Life the first full day the group returns to campus. This report will be distributed to the Department of Public Safety and the Office of Risk Management for insurance purposes.

Transportation

- **Vans:** students are prohibited from driving 15-passenger vans
- **Cars and Mini-vans:**
 - All drivers must be registered with the Department of Public Safety and all mini-van drivers must be van certified.
 - The departure and traveling times should favor daytime travel. Overnight driving (12am – 5:30am) is prohibited
 - The university maintains the right to cancel a trip due to any safety concerns, including road conditions and storm warnings
 - At no time may the driver use a cell phone while operation the vehicle
 - Drivers should not speed to maintain a “caravan”. Each vehicle should have its own set of directions. Students should make arrangements to meet at predetermined points along the route
 - When using your own vehicle on organization business, your personal insurance is always Primary. Using a personal vehicle on University related business is an exposure to personal insurance coverage

- University owned vehicles: All such vehicles are to be used solely for official University related business. Insurance for University owned vehicles is Primary for all liability occurrences. Any damage resulting from an accident while on personal business may not be subject to coverage by the University insurance policy.
- **Buses:** If the organization is traveling with a group of 30 or more, it may be cost effective to charter a bus. You must fill out an Event Registration Form before reserving a bus
- **Air Travel:** Students may make flight arrangements on their own or they may go through University recommended travel agents. Please note that the University WILL NOT reimburse first class travel.

International Travel

- Any travel outside the U.S. requires approval from the Office of Religious Life and the Vice President for Campus Life.
- Forms should be filled out at least 30 days in advance and submitted with a written proposal for travel to the Office of Religious Life.
- Depending on the destination and other mitigating factors, participants may be required to submit additional information listed on the Risk Management web site.
- The University reserves the right to cancel these trips should safety become an overriding concern.

Student Travel Abroad (from Risk Management)

Student Responsibilities:

- Students are responsible for their health and safety while participating in University-sponsored study programs and associated travel in foreign countries.

Student Checklist:

- Educate yourself about the political, geographic and health risks of the region where you will be traveling. Obtain and review the relevant U.S. Department of State Travel Advisories at <http://web.princeton.edu/sites/TreasurersOffice/RiskManagement/studentguidelines.html#> . These include Public Announcements, the Consular Information Sheets, Travel Warnings and Tips for American Students Abroad. Visit the International SOS web site at

<https://webdb.princeton.edu/dbtoolbox/query.asp?qname=Risk+Management+%2D+OWLS+%2D+International+SOS> for additional information.

- Make an appointment with Travel Planning Services at Princeton University Health Services to ensure proper travel immunizations, receive specific information about local health risks and recommend precautions, disclose any health conditions which may result in medical emergency abroad, and obtain adequate medicine for the duration of your trip. Complete Princeton University Health Services Travel Abroad Medical Profile form and give sealed envelope containing the form to trip leader. This envelope will be opened only in a medical emergency.
- If not covered by the University's Student Health Plan, verify that your family health insurance plan covers medical expenses in foreign countries. If it does not, you are required to purchase supplemental health insurance for travel abroad. (There are several low-cost student health insurance products for travel abroad that are recommended by University Health Services.) Review your health plan's claim filing procedures for coverage abroad and make sure you carry your health plan ID card with you.
- Obtain International SOS Card from trip leader or download card from ISOS website: <https://webdb.princeton.edu/dbtoolbox/query.asp?qname=Risk+Management+%2D+OWLS+%2D+International+SOS>
- Review and complete Terms and Conditions Agreement. (If under 18, have parent or guardian sign).
<http://web.princeton.edu/sites/TreasurersOffice/RiskManagement/Files/Forms/StudentTravelAbroadTermsConditions>
- Copy important documents, such as your passport, and keep copies separate from originals in case originals are lost.
- Except for emergencies, undergraduate students should not drive cars or motorbikes in foreign countries.
- All students with significant on-going health problems or allergies should obtain and wear a Medic Alert ID. (1-800-IDAlert).

Staff Responsibilities:

- Staff are responsible for taking prudent and responsible steps to ensure that the trip is structured safely, and, during the trip, acting in a reasonable and prudent manner. The University may and can provide indemnification for a staff member acting within the scope of his or her employment, except for acts of willful misconduct or bad faith. Staff are responsible, in the event they have knowledge of a medical emergency, for getting the student to an emergency care provider, and if the student is incapable of providing consent, to make reasonable efforts to contact the person designated as the emergency medical contact. Faculty/Staff should also call a University Health Services physician at (609) 258-3141.

Affiliate/Staff Checklist:

- University-sponsored, non-academic undergraduate travel must be approved by the Vice President for Campus Life.
- Obtain and review the relevant U.S. Department of State Travel Advisories (via internet: <http://travel.state.gov>). These include Public Announcements, the Consular Information Sheets, Travel Information, and Tips for American Students Abroad and ISOS website. If you are aware of an incident that has the potential to materially affect the safety of students that has occurred subsequent to the publication of current U.S. Consular Information Sheet, contact the Office of Risk Management.
- No travel is permitted to countries where the U.S. State Department warns U.S. citizens against travel (via internet: http://travel.state.gov/warnings_list.html)
- If traveling by a foreign airline, verify from U.S. Consular Information Sheet that the foreign airline's aviation standards comply with FAA standards for international air travel. If standards are not in compliance and if it is not feasible to use a different airline, contact Office of Risk Management.
- Complete Terms and Conditions form (fees and payment section if relevant) and distribute to students. The completed, signed forms should be returned to the Office of Religious Life to be kept in a secure place for two years.
- Contact Princeton University Health Services at (609) 258-3141 and arrange for a group health briefing (preferred method) or tell students to make appointments at University Health Services. Review PUHS travel website at <http://www.princeton.edu/puhs/TravelSmart>

- Contact Karen Bauer, Office of Risk Management, at (609) 258-3046 to obtain International SOS identification cards for all students
- Provide an orientation for students traveling abroad, including (1) a written itinerary; (2) if known, geographic areas to avoid; and (3) copies of U.S. Department of State Travel Advisories and relevant health information (University Health Services can provide).
- Take sealed envelopes containing copies of emergency medical information for all students.
- Upon arrival at destination, review itinerary with students to reinforce information communicated previously.
- The faculty/staff member should communicate at regular, planned intervals with campus administrators.

Health and Safety Resources and Tips for Affiliate/Staff Trip Leaders:

- Prior to the trip, review equipment, supplies and skills you need. Consider what emergencies could arise and how you would deal with those situations. Provide the Office of Religious Life with an itinerary. The American Red Cross has a website with health and safety tips for hiking safety:
<http://www.redcross.org/services/hss/tips/hiking.html> .
- Basic first aid courses and kits: Learn the basics (how to administer first aid, what sort of precautions you should take to protect yourself, and the equipment needed in a basic first aid kit) which are covered in a 4 hour class. Classes are routinely offered by the local Red Cross. See www.redcross.org for local class schedules, first aid kits and other hiking safety tips. Advanced wilderness first aid training courses (appropriate when trip is more than 2 hours from nearest medical facility) are routinely offered on campus through Outdoor Action. If you are taking students on field trips abroad, review University Health Services TravelSmart website. If you have additional questions or would like a customized review of appropriate first aid training, equipment and resources for a student field trip, please contact the Director of University Health Services.
- For any serious emergency, after you have ensured that the student is in the care of qualified emergency medical personal, immediately call the Dean of the Office of Religious Life (or Public Safety after hours) and the Clinical Director of University Health Services.

- In the event of a minor injury that has been cared for in the field, please refer all students to follow-up at University Health Services, regardless of how small the injury.

Institutional Responsibilities:

- Trips may be cancelled by the Dean of the Office of Religious Life or Vice President for Campus Life, in consultation with the President, up to the time the students are boarding their flight, if there has been a significant deterioration in the safety and security conditions pertaining to the group's travel arrangements or in the sector if the country or countries where travel is to occur. Examples include acts of war, terrorism, or wide-spread civil unrest; an outbreak of a severe infectious disease; major disruption of public utilities or services, or natural disasters such as hurricane or flood. The decision to cancel the trip will take into consideration information received by the Office of Risk Management from in-country U.S. Embassy officials, the appropriate U.S. Department Desk Officer, and other officials from U.S. agencies, NGO's or officials at local colleges and universities. As the University will not be responsible for the financial penalties resulting from trip cancellation, it may be prudent to consider flight insurance.

[Return to Office of Religious home page](#)

[Return to Domestic and International Travel Policies and Procedures](#)