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Owner [Elizabeth Roosa Millar: Executive Director](#)  
Department [Financial Services Master Policies](#)

## Student Travel Policy

### Objective:

The purpose of this policy is to implement the California State University (CSU) policy regarding student participation in programs which require air or bus travel that are offered by, or pursuant to a program, of the CSU, any student body organization, or any organization affiliated with any such organization or with any combination thereof.

### Legal Basis:

California State University (CSU) Chancellor's Office Executive Order No. 1041. *California State University Student Travel Policy*, requires that student travel required in CSU affiliated programs shall be conducted in compliance with Trustee Policy on Student Travel. Board of Trustees Resolution REP 1-92-02. The Trustee Policy provides that student travel sponsored by the CSU be undertaken in ways which maximize student safety and ease of access to travel destinations and conducted in ways which offer the least risks to the safety of participants and to the liability of the CSU.

### Policy Statement:

#### Minimum Travel Insurance

All students participating in the CSU affiliated programs who are traveling by air on flights which are not regulated by the U.S. Department of Transportation and/or are not subject to liability insurance minimums established by the U.S. Department of Transportation shall first obtain, or have obtained on their behalf, trip insurance covering bodily injury or death of the student and for the loss of or damage to property in the maximum amount available from American insurance carriers.

Each charter of aircraft or bus for purpose of CSU student air or bus travel shall include the required

indemnity and co-insurance provisions.

## Notice to Students and Release, Hold Harmless and Informed Consent Provisions

All students participating in CSU affiliated programs which require travel shall be informed in writing that participation in such programs is voluntary and that travel involves risks to personal safety which could result in damage to property, injury, or death. Students participating in such travel shall be informed in writing that the CSU assumes no liability for damage, injury, or death occurring on such voluntary travel and those students undertake such travel at their own risk.

All students participating in CSU affiliated programs which require travel shall be required to acknowledge that they have been informed of the risks of travel required by such programs and to sign the prescribed statement certifying that they have been informed of and undertake such travel voluntarily with full knowledge of such risks, and release and hold harmless the State of California, the California State Polytechnic University, Pomona and Associated Students, Incorporated (ASI) in their affiliation with the program requiring travel, and each and every officer, agent, and employee of each of them, from any of the above institutions or persons, by reason of any accident, illness, or injuries, death, or other consequences resulting directly or indirectly from or in any manner arising out of or in connection with, the student being a passenger on a flight or public liverj' conveyance.

### Implementing Procedures:

This policy shall apply to all students who participate in programs which require air or bus travel that are offered by, or pursuant to a program, of the CSU, any student body organization or any organization affiliated with any such organization or with any combination thereof. The policy shall therefore apply to student travel that is funded through ASI, the Bronco Student Center (BSC), the Instructional Related Activities (IRA) Fund, and agency accounts held in ASI Business Services.

For students who are traveling by air on flights which are not regulated by the US Department of Transportation and/or are not subject to liability insurance minimums established by the U.S. Department of Transportation, proof of the required trip insurance must be presented before travel funds can be released.

Students who are traveling in connection with a CSU affiliated program shall receive notification (Attachment 1) and complete the required "Release, Hold Harmless and Informed Consent Statement" before travel funds can be released (Attachment 2).

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## Attachments

### [1: Notification to Student](#)

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2: Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims

## Approval Signatures

Step Description

Approver

Date

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