

Risk Management Travel Policy and Procedures

The university strongly suggests that the all travel be arranged through AU Transportation. If personal vehicles are used, the driver of the vehicle becomes the primary insured in case of an accident for anyone in their vehicle. If participants choose to drive themselves and/or others, they must be informed of the associated risks.

Academic Departments

International Travel

- Start process 30 days in advance but no later than two weeks in advance
- Trip requires a full-time faculty or staff member as the Travel Group Leader that must accompany the group and oversee the trip in its entirety
- Requires Academic Travel Application (located on CAS Website) – Assistant Vice President for Financial Administration needs to approve paperwork before meeting with Risk Management
- Requires Risk Management Approval Process**
- Purchases Short-term Travel Insurance for Group (Instructions provided by Risk Management)

Overnight Domestic Trips

- Start Process 30 days in Advance but no later than two weeks in advance
- Trip requires a full-time faculty or staff member as the Travel Group Leader that must accompany the group and oversee the trip in its entirety
- Requires Academic Travel Application (located on CAS Website) – Assistant Vice President for Financial Administration needs to approve paperwork before meeting with Risk Management
- Requires Risk Management Approval Process**

Day Trips – Course Required

- Requires all participants to fill out Hold Harmless Agreements
- Teacher must keep the forms on file for three years

Non-Academic Departments

Departments – Work Related Travel (does not apply to Student Association)

- Employees and student workers of your department do not require any special process. Please note that students who work in your department are considered employees for insurance purposes as long as they are traveling on work related functions using university vehicles.

Departments traveling with students - Day Trips

- Trip requires a full-time faculty or staff member (the sponsor for Student Association) as the Travel Group Leader that must accompany the group and oversee the trip in its entirety
- The Travel Group Leader is responsible for having each participant complete and return a Hold Harmless Agreement. These forms must be kept on file for three years. Does not require Risk Management approval. (Forms can be obtained from Risk Management)

Non-Academic Departments continued

Departments traveling with students – Overnight Trips

- Start 30 days in advance but no later than two weeks in advance
- Trip requires a full-time faculty or staff member (the sponsor for Student Association) as the Travel Group Leader that must accompany the group and oversee the trip in its entirety
- Requires Academic Travel Application: Use the Non-Academic Sheets (located on CAS Website) – Assistant Vice President for Financial Administration needs to approve paperwork before meeting with Risk Management
- Requires Risk Management Approval Process**

AU Clubs - Recognized by Student Life – May use Transportation IF THERE IS AVAILABILITY

Please note that the university cannot produce a certificate of insurance for clubs. Clubs are not insured by the university.

- Club must be a recognized club by Student Life
- Is subject to the terms and conditions of driver approval and payment conditions when using Andrews University Transportation.
- If the club rents a vehicle and provides their own driver, it is upon the condition that if an accident or damage occurs that the club will cover any costs outside of Andrews University's Insurance Coverage including the deductible. (These funds will need to be confirmed by Transportation.)

Day Trips

- The club sponsor is designated as the Travel Group Leader and must accompany the group and oversee the trip in its entirety
- The Travel Group Leader is responsible for having each participant complete and return a Hold Harmless Agreement. These forms must be kept for three years. Does not require Risk Management Approval. (Forms can be obtained from Risk Management)

Overnight Trips

- Start Process 30 days in advance but must schedule appointment with Risk Management no later than two weeks in advance.
- The club sponsor is designated as the Travel Group Leader and must accompany the group and oversee the trip in its entirety
- Requires Academic Travel Application: Use the Non-Academic Sheets (located on CAS Website) – Assistant Vice President for Financial Administration needs to approve the paperwork before meeting with Risk Management
- Requires Risk Management Approval Process**

****Risk Management Approval**

Travel Group Leader is to do the following:

- Contact Risk Management for Risk Management Forms
- Completes the Safety Planning Sheet and obtains signatures from required departments
- Has all participants traveling complete and return Medical Forms to Travel Group Leader
- Has all participants complete and sign the Hold Harmless Agreement to Travel Group Leader.
- If traveling internationally short-term travel insurance must be purchased for all participants through Adventist Risk Management.
- Collects a copy of all participants health insurance card both front and back.
- Provides an Itinerary to Risk Management
- Provides a List of all participants traveling (Faculty, Staff, Volunteers and Students) to Risk Management
- Meets with Risk Manager to review Safety Planning Sheet once completed
- Needs approval from Risk Manager before departure date.
- Agrees to keep above documents for three years from date of trip

Pioneer Memorial Church (PMC), Harbor of Hope and Local Churches

Andrews University will allow PMC, Harbor of Hope and local Churches to rent AU Vehicles upon the condition that if an accident or damage occurs that their entity will cover any costs outside of Andrews University's Insurance Coverage including the deductible.

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