Guides and Resources for University-Sponsored Travel
For Community-Based Learning Courses, Projects & Activities

University of North Florida (UNF) faculty and staff members are increasingly incorporating off-campus learning opportunities into their courses and programs. These University-sponsored off-campus activities can provide valuable experiences for our students, and the University encourages such experiences when appropriate. It is important for the faculty or staff member in charge of planning the activity to keep in mind the risks associated with off-campus travel. The information contained in this document is intended as an initial guide to assist faculty and staff members in planning off-campus activities. More detailed information can be obtained from the many offices listed in sections E and F of this document.

A. Planning

Prior to leaving campus there are many factors to consider in the planning of a community-based project or course. Below is a listing of the major tasks faculty and staff need to consider when planning off-campus travel.

- Identify any special requirements for participation on the trip (special skills, certifications, health tests, background screenings, etc.).
- Identify the risks and dangers involved in the travel, activity and site which might affect the health or safety of participants. Once identified, faculty and staff should provide the information to students and have them sign an Acknowledgement of Risk form.
- Accommodate the needs of students with disabilities.
- Consider the need for special clothing or equipment and inform students accordingly.
- Determine the transportation needs (vehicle reservations, public transportation, insurance, etc.)
- Plan for emergencies. Emergencies that occur while out of the country can be reported to the International Center (for international travel). All other emergencies can be reported to the UNF Police Department or the Environmental Health & Safety Office (for domestic travel).
- If necessary, have the community organization sign an Affiliation or Agency Agreement with the University.

B. Transportation

Before students can leave campus on a University-sponsored trip, a means of travel needs to be secured. Basic information regarding local, regional, national and international travel is covered below. For additional questions of concerns, faculty and staff can contact the Office of the Controller/Office of Travel directly.

- Whether or not faculty and staff will be reimbursed for travel, they should complete a Travel Authorization (TA) form prior to leaving campus. Students will need to be covered by one ONLY if they will be reimbursed for expenses related to the trip. Questions regarding TAs and TRs can be directed to the Office of the Controller/Office of Travel.
- All students should sign an Acknowledgement of Risk or Field Trip Release form before leaving campus. Use of the proper form is dependent upon the level of activity at the site.
For domestic travel by personal or public automobile:
- If the location is close enough that students decide to drive their own cars or take local public transportation, faculty and staff should NOT arrange the travel plans for individual students. Carpooling decisions should be made by the students themselves. Liability is greatly reduced if students arrange their own transportation to and from the site.
- In the case of large group projects, a charter bus, rental van may be deemed necessary. Faculty and staff should speak to their Office Manager/Assistant, General Counsel or the Center for Community-Based Learning to determine the risks and liabilities involved. In all cases the carrier must be bonded and insured, unless the rentals are booked using the University’s relationship with Avis or Enterprise.
- If a large passenger van (12-15 passengers) is rented, the driver will need to complete UNF’s online Large Passenger Van Training. Contact the office of Environmental Health & Safety to schedule this training. Additionally, UNF prefers that large passenger vans be booked through Avis or Enterprise.
- Students are NEVER allowed to drive UNF rental vehicles.
- Students are NEVER allowed to use their personal vehicles to provide services for the site.

For domestic travel by other means (plane, train, boat, etc.):
- Much like with car rentals, group travel by other means within the United States can be purchased through an outside agency. Travel can be arranged by the faculty or staff leader or the appropriate department’s Office Manager/Assistant. However, faculty and staff members should not enter into any contracts unless they have the authority to do so.
- Contracts with airlines, train stations, etc. should be reviewed by the Office of the Controller/Office of Travel. Special considerations should be reviewed by the Environmental Health & Safety Office.
- More information can be found in UNF’s Travel Procedures Manual online at:

For all international travel:
Student travel crossing international borders presents special considerations. For this reason, UNF has established the International Center. Among its many responsibilities, the Center manages study abroad and student exchange programs and assists faculty in planning and conducting activities and programs in international locations. Faculty and staff considering courses or activities with international travel should first contact the International Center.
- Faculty and staff must complete the University Activity Abroad Approval Request. This request goes through a review process managed by the University Activity Abroad Risk Review (AARR) Committee. This committee reviews and approves all study abroad initiatives and examines basic concerns related to international travel such as, but not limited to, health considerations, destination, itinerary, accommodations, travel arrangements, hours of activities, nature of activities and UNF leader to student ratios.

C. Safety Issues & Concerns

- Communicate information to students in advance of the activity regarding schedules, departure locations, route, lodging (if applicable), emergency procedures, rules of conduct, proper trainings, communication methods and other prerequisites.
• Familiarize the students with the site and surroundings. All dangers and risks should be reviewed with the students. It is strongly recommended that faculty and staff leaders visit and inspect the site prior to the student visit. A Faculty & Staff Due Diligence Checklist for Community-Based Learning Projects is available from the Center for Community-Based Learning (CCBL) for those who would like additional information on what to look for during their preliminary site visit.

• Information on best practices around all off-campus activities are available through the various departments referenced later in this document. Additionally, you can find information on Best Practices for Reducing Risks in Community-Based Transformational Learning Courses, Assignments, or Activities from CCBL.

• Faculty, staff and students are held to the same standards and policies as they are on-campus.

• Activities and settings that are part of the university-sponsored off-campus activity or course are held to University policies, including: alcohol & drug use, vehicle use, student conduct, academic integrity and freedom, sexual harassment, discriminatory harassment and disability accommodations.

D. Liability & Informed Consent

• The University acknowledges its obligation to ensure compliance with all applicable federal and state statues as well as all applicable University policies. The faculty or staff member(s) leading the off-campus activity are responsible for enforcing their compliance.

• Students are required to sign an Acknowledgement of Risk or Field Trip Release form prior to participating in the off-campus activity. This form is specific to the course or activity and indicates the student’s understanding of any dangers and an awareness of their responsibilities associated with their own safety.

• A Talent and Photo Release form is available through the Office of the General Counsel’s website for any video, photographic or audio recording of the participants that will be used publicly.

• Faculty and staff are personally liable for their own personal activities. Thus, faculty and staff may be held liable for acting outside of the scope of their employment.

E. University Resources

Questions to consider before you travel:
1. Where are you planning to go? (ex. – local, regional, national or international travel)
2. Do your travel plans include a research or service component?
3. What type of activity are you planning? (see below: “Travel Related Activity”)

Based on your answers to the above questions, the following offices are available to offer support:

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<th>Travel Related Activity</th>
<th>Offices that offer support resources</th>
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<td>Local, Regional, or National</td>
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<td>Field trips/Site Visits</td>
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<td>Outreach/Community Service/Volunteering</td>
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Additionally, there are several offices that can assist in the safe planning of your off-campus activities. For questions regarding specific compliance issues, please contact the appropriate office listed below:

- **Disability Resource Center** – For assistance in creating University-sponsored programs, policies and procedures that provide reasonable accommodations for individuals with disabilities.

- **Office of the Controller/Office of Travel** – For information related to domestic and international travel, specifically, rental vehicles, travel reimbursements and various other travel procedures.

- **Environmental Health and Safety** – For assistance in the areas of environmental health, safety, insurance and risk management. The office can provide compliance consultations, training sessions, monitoring and follow-up for faculty and staff.

- **Office of the General Counsel** – For guidance on a variety of legal issues. They can provide assistance on a variety of off-campus activity concerns including: affiliation agreements with outside organizations, talent/photography releases and intellectual property rights.

**F. Forms**

Below you will find a list of forms that can offer support around risk management for your off-campus activity:

| 3 | Community-Based Instruction (e.g. Service Learning) | • CCBL  
• General Counsel  
• Department Chair/Designee | • International Center  
• CCBL  
• General Counsel |
| 4 | Apprenticeships/Internships/Field Placements | • Department Chair/Designee  
• General Counsel  
• Career Services (as applicable) | • Department Chair/Designee  
• International Center  
• General Counsel (as applicable) |
| 5 | Community-Based Research | • ORSP | • International Center  
• ORSP |
| 6 | Community-Based Immersion | • General Counsel  
• CCBL | • International Center  
• CCBL  
• General Counsel |
| 7 | Student Conference Travel, Study Abroad, Student Exchange Programs | • General Counsel  
• Undergraduate Studies (TLO as applicable) | • International Center  
• Undergraduate Studies (TLO as applicable) |
• **Center for Community-Based Learning (CCBL)**
  o Guides & Resources for Planning Community-Based Learning Courses, Projects & Activities  

• **General Counsel**
  o Standard Contracts  
  o Standard Releases  

• **The International Center**
  o University Activity Abroad Approval Request Form  
    [http://www.unf.edu/dept/intlctr/Approval_Request_Form_v.0908.pdf](http://www.unf.edu/dept/intlctr/Approval_Request_Form_v.0908.pdf)
  o Faculty Travel Form  
    [http://www.unf.edu/dept/intlctr/Fac_Trav_Form_ver200611.pdf](http://www.unf.edu/dept/intlctr/Fac_Trav_Form_ver200611.pdf)
  o International Travel Form  
    [http://www.unf.edu/dept/intlctr/Intl_Trav_Form_ver200704.pdf](http://www.unf.edu/dept/intlctr/Intl_Trav_Form_ver200704.pdf)

• **Office of Research and Sponsored Programs**
  o Research Integrity  
    [http://www.unf.edu/research/Research_Integrity.aspx](http://www.unf.edu/research/Research_Integrity.aspx)
    ▪ Committees: **Animal Care & Use (IACUC)**, **Human Subjects Protection (IRB)**, **Institutional Biosafety (IBC)**, **Radiation Safety**.