

# TRAVEL FOR STUDENTS REPRESENTING THE UNIVERSITY OF ARKANSAS

## FREQUENTLY ASKED QUESTIONS

### POLICY DEFINITIONS

**\*\*The policy is applicable if “the University will benefit from the representation in a substantial manner.” How does one determine if this is the case? Are there some examples of trips that would fall under this? Are there examples of some that wouldn’t?**

*Examples of this would include attending conferences when a department or registered student organization expressly asks you to go, attending a field trip in connection with a class as a class, and running errands specifically related to the mission of the University on behalf of a faculty or staff member. Some examples of travel that do not fall under this would include personal conference travel, travel to social activities (such as a formal dance in Little Rock), or running personal errands on behalf of a faculty or staff member.*

**\*\*I am a student attending a conference on my own and am paying all my expenses to go to this conference. Do I need to follow this policy, and if so, why?**

*If you are choosing to attend a conference on your own (ex: you have an interest in biology and choose to go to a biology symposium on your own), you do not need to follow this policy. As mentioned above, if a registered student organization or campus department has expressly asked you to go, even if you are paying out of your own pocket, you need to follow this policy.*

**\*\*I am attending a meeting up in Rogers. Do I need to follow this policy?**

*No. Any travel in the Fayetteville-Springdale-Rogers metropolitan area (Washington and Benton counties) is exempt from this policy.*

**\*\*Our group is flying out of the Northwest Arkansas Regional Airport to go to a conference, and once in the conference city, will be using taxis to get around the city. Do those of us driving to and from XNA need to fill out an Authorization to Operate a Motor Vehicle form? Do we need to have Travel Accident Insurance?**

*You do not need to fill out an Authorization to Operate a Motor Vehicle form for travel to and from XNA. If you were renting a vehicle once you got to your destination city, you would have to fill out the Authorization form and attend the driver safety program. Regardless of renting or not renting a car, you still need to purchase the Travel Accident insurance for the trip.*

**\*\*I am a student employee and need to run an errand to Fort Smith as a part of my job. Does this policy apply to me?**

*If you are being paid for the trip, this policy does not apply to you. The University already has policies and procedures in place for employee travel.*

**\*\*I am a graduate assistant and I travel frequently on behalf of my department. Am I responsible for adhering to this policy?**

*No, graduate assistants are covered under the same policies that cover faculty/staff travel.*

### **FORM QUESTIONS**

**\*\*Where can I get copies of all the forms necessary to comply with the new policy? And once I get them, where exactly do they get turned in?**

*Copies of the Authorization to Operate a Motor Vehicle form and the Notification of Student Travel Plans form are available in the Office for Student Involvement and Leadership (ARKU A665, 575-5255) and the Dean of Students office (ADMN 325, 575-5004). They will soon be available on the web and by email attachments.*

**\*\*I have completed the Authorize to Operate a Motor Vehicle form and have submitted it. How do I find out if I am eligible to drive on behalf of the university? And how long is the form good for? Do I need to fill one out for each trip I make?**

*If you are eligible to drive, you will not get any sort of confirmation of that fact, and you should assume that you are in good standing unless you are told otherwise. Should you not be eligible to drive, a representative of the Office of Risk Management will inform the sponsor(s) and the sponsor(s) will notify you. You only need to fill out the form once yearly. Students driving for more than one group should list all such groups and the groups sponsor(s) on the same form.*

**\*\*If I am a sponsor and I am going on a trip with my students, why is it necessary for someone here in Fayetteville to have copies of emergency contact information?**

*Should an accident occur while in route to your destination, for example, then the Dean of Students Office would have someone to contact should any of that information be needed.*

### **ADVISOR RESPONSIBILITY**

**\*\*I am an advisor for an RSO making a trip next month. What exactly are my responsibilities under this policy?**

*Your primary responsibility is to make sure that the students going on the trip are aware of the policy, have read it, and are taking the necessary steps to comply with it. In addition, you may need to facilitate the purchasing of the Travel Accident insurance.*

### **TRAVEL ACCIDENT INSURANCE**

**\*\*How exactly do I go about purchasing the Travel Accident Insurance?**

*Student Travel Accident insurance may be obtained by sending a list of the student travelers to Risk Management prior to the trip. We need the names of the students, ID number, if available, the date of departure and date of return, destination, and a Cost Center number to charge for the premium. Student Organizations not having a cost center may submit a check with their list.*

*The lists can be mailed, delivered, faxed or sent by email. Fax number is 575-3128. Emails can be sent to ellenf@uark.edu.*

### **DRIVER SAFETY PROGRAM**

**\*\*What exactly is the Drivers Safety program and how can I sign up for it? Once I attend the program, do I need to attend it the next time I go on a trip? How long is my attending the program good for?**

*Currently, the Drivers Safety program consists of a fifteen minute video presentation on good driving tips and habits, but at any point in time, this program could change. Student drivers only need to attend the Drivers Safety program once during your UofA college career, unless changes are made in the program. If that were to happen, notices would go out across campus informing people of the change, and what would be required to adhere to the program requirements.*

**\*\*I am a faculty member and I have several students in a class of mine whose travel is covered under this policy. Is there a way I can have my class go through the Drivers Safety program all at once?**

*Yes, you can contact the Office for Student Involvement and Leadership at 575-5255 and you can check out the video currently used in the training. The office can also give you copies of all the necessary forms to fill out.*