



## 512.0 - Off-Campus Travel of Student Groups

### Purpose:

The purpose of this procedure is to operationalize Bismarck State Policy 512.0.

### Procedure:

1. BSC employees authorizing and/or sponsoring the off-campus student travel are responsible for having the Student Travel Contract form completed prior to travel.
2. The Waiver of Liability, Indemnification, and Medical Release form must also be completed and available during the travel of the student group.
3. Registration, financial arrangements, and transportation arrangements for activities shall follow standards established by BSC policy and other offices as appropriate.
4. Prior to departure, copies of travel paperwork for clubs and organizations should be provided to the Office of Student and Residence Life. Upon return from off-campus travel with students, the employee authorizing and/or sponsoring the off-campus student travel is responsible to turn the Student Travel Contract and the Waiver of Liability, Indemnification and Medical Release form into the office of the Vice President for Operations/Chief Financial Officer. It is important to travel with these documents and your students.

### References:

[North Dakota State Board of Higher Education Policy 512 Student Drivers and Use of State Vehicles by Student Groups](#)

### History of This Policy:

First policy: September 21, 1981.

Revisions - January 3, 1986; July 1, 1987; June 1, 1990; June 6, 1998; May 1, 2007; reviewed by the Operations Council (OC) on July 14, 2010 and approved by the Executive Council (EC) on August 12, 2010; November 22, 2010; reviewed by the Operations Council on January 22, 2014 and approved by the Executive Council on March 6, 2014; reviewed by the Operations Council on August 12, 2015 and approved by the Executive Council on August 26, 2015; March 8, 2016; March 3, 2017; September 24, 2019; January 31, 2020; reviewed by Campus Council on August



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// POLICY PROCEDURE //

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31<sup>st</sup>, 2022 and reviewed by the Executive Council on September 23<sup>rd</sup>, 2022 and approved by the President on January 4<sup>th</sup>, 2023.