

Policy on Global Engagement Travel

Staff leaders are responsible for working with the Office of Global Engagement to develop a plan regarding the purchase of group transportation, including airfare. These costs must be approved as part of the proposed budget. Staff leaders are responsible for adhering to the plan outlined in the program proposal submitted to the Office of Global Engagement.

When making group air travel or other group travel arrangements to and from program sites the staff leader should ensure that:

1. All student participants have the opportunity to avail themselves of the group travel to and from program sites.
2. At least one staff member should normally be accompanying the students on all segments of the group flights/travel.
3. The price of group flights or other travel arrangements should be built into the program fee, and that portion of the program fee should be collected as a non-refundable initial deposit.
4. Group flights/travel should be purchased as soon after the initial deposit deadline as is feasible.
5. Group flights should be purchased either directly from the airlines, or through a travel agent or website approved by the Business Office and Office of Global Engagement. Staff leaders should consult with the Director of Global Education about potential vendors.
6. Group air travel will originate from either the Pittsburgh or Cleveland International Airports.
7. Staff leaders will make the group travel itinerary available to all students as soon as is feasible.
8. Students participating in the program are required to travel with the group on all segments of the group travel to and from program sites, unless they sign the TRAVEL ARRANGEMENTS WAIVER FORM.

Students may wish, for a variety of reasons, to take on the responsibility for getting themselves to and from program site locations. Any student who wishes to deviate from the group travel to and from site locations must sign the TRAVEL ARRANGEMENTS WAIVER FORM, prior to the payment of their initial deposit or program fee. Students who sign this waiver:

1. Promise to get themselves to the program site location prior to the start of the program, and not to leave until after the completion of the program. The specific start and end dates must be filled in on the completed waiver form.
2. Waive Westminster College of all **FINANCIAL** liability related to the travel to and from the program site location.
3. Will still be covered by the travel insurance issued to faculty, staff and students when they travel abroad on College business, **including their own personally arranged travel.**
4. Will normally receive a discount on the program fee equal to the estimated cost of travel built into the program budget.

Any deviations or exceptions from any of the Travel Policies outlined in this section must be submitted in writing and approved by the Vice President for Academic Affairs.

OFFICE OF GLOBAL ENGAGEMENT TRAVEL ARRANGEMENTS WAIVER FORM

This form is to be submitted by all students participating in all faculty led and group programs sponsored by the Office of Global Engagement *who intend to make their own travel arrangements* to and / or from program site locations. Students who arrange their own travel will have an adjusted program fee.

I _____ agree to assume all responsibility and expense for traveling to and / or from the program site located in _____, which includes but is not limited to arrangements that are cancelled, changed, or delayed resulting in additional expenses and over-night stay accommodations for my additional stay. I agree to arrive at the program site no later than _____ and leave no earlier than _____.

I acknowledge that the travel I book and the early arrival or extended stay accommodations are not **FINANCIAL** covered by Westminster College. I KNOWINGLY AND VOLUNTARILY ASSUME ALL RISKS, BOTH KNOWN AND UNKNOWN, and I assume full **FINANCIAL responsibility** for my travel arrangements and early arrival or extended stay. I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, HEREBY RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE Westminster College, including its governing board, trustees, directors, officers, and employees for any and all liability, including all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys' fees), arising from **any FINANCIAL injury or damage** that I may suffer as a result of my participation in my own travel plans / arrangements to and from the program site.

Signature of Student

Date

Signature of Program Leader

Date

A signed copy of this form is to be submitted to the Westminster College Business Office, along with the deposit or first payment of the program fee.