



INSTITUTE OF
TECHNOLOGY

STUDENT DAY TRIP TRAVEL PACKET

General Instructions:

1. *Club/Organization Trips:* The **Campus Activity Request** will be approved by the Director of Student Life.
Class Trips: The **Campus Activity Request** will be approved by the School Dean or School Assistant Dean approving off campus activity for the class.
2. The **Trip Insurance Reporting Form** and the Campus Activities Request Form must be returned to the Department of Student Life, Covelle Hall, **24 hours before the trip begins** for coverage to be effective. The forms should be delivered in person OR emailed to hope.hubbard@okstate.edu.
3. Only one trip may be reported on one form. All individuals making any one trip must be reported on the same form.
4. All blanks, except reporting date and time 'Student Life Use Only', must be completed.
5. The first and last names of all individuals to be covered must be given. Any changes must be reported before the trip begins.
6. Payment may be made by cash, personal or University check, or charged to a student organization or department account number and must be made before the trip begins.
7. The name and phone number of a contact person must be provided on the "Reported by" line. This person will not be covered under University Travel unless listed as making the trip.
8. If the Student Life office does not have an **Employee Acknowledgment** on file for the employees making the trip, please also sign and print this form! These forms will need to be signed and recorded annually.

Once you have all documentation in this travel packet filled out, please return to Student Life by email or in person - Covelle Hall or hope.hubbard@okstate.edu .



**Trip Insurance
Student Life Department
Covelle Hall
918-293-4942**

When Do I Buy Insurance? Every time you leave Okmulgee city limits on a sponsored trip by a University department or recognized/registered student organization. Insurance must be purchased whether you are traveling in a university or personal vehicle. **Purchase insurance for students going on the trip. Trip insurance must be purchased at least 24 hours in advance of the trip.**

What Do I Need? To purchase trip insurance you must complete both a Trip Insurance Reporting Form and a Campus Activities Request. - **Overnight Trips require additional documentation, please contact the Student Life for that Information.**

Where Do I Buy Insurance?

If the department/Organization has agreed to pay for the insurance through a CVI, the Dean/Advisor must provide the account number to be charged for the insurance on the form. Bring the completed Trip Insurance Form and completed Campus Activities Request to the Student Life Office or email both forms to hope.hubbard@okstate.edu .

Who May Be Covered? Any OSUIT student who is taking a trip sponsored by a University department or recognized/registered student organization is covered by this insurance.

What Is the Cost? The cost is \$.40 per person per calendar day (not 24 hour period). This charge is to be paid at the time the insurance form is filed for departmental or student organization trips.

Requirements for Coverage:

1. The trip must be under the sponsorship of a University department or recognized/registered student organization.
2. The destination must be outside the corporate limits of Okmulgee but within the United States, Canada, or Mexico. Coverage begins at the point of departure.

Exclusions: The following will not be covered:

1. Snow skiing, water sports, and activities as well as intercollegiate athletic competition of any kind including competition between groups or organizations.
2. Trips outside of the United States, Canada, or Mexico.
3. Individuals who are not enrolled students, faculty, or staff.
4. Trips taken in private airplanes.
5. Personal trips or vacations.
6. Partial coverage cannot be extended, wherein the trip would be covered but the activities excluded.

What Means of Transportation is Required? Coverage may be taken on any trip taken private, or in a University, commercial vehicle as long as the trip meets the requirements.

Limits of Coverage:

| | |
|---|-------------------|
| Accidental Death | \$5,000 |
| Loss of both hands or both feet or entire sight of both eyes; | |
| Loss of one hand or one foot and entire sight of one eye | \$5,000 |
| Loss of one arm or one leg | \$2,500 |
| Loss of one hand or one foot or entire sight of one eye | \$2,500 (\$1,250) |
| Physician, surgeon, hospital, and nurse | \$1,000* |

*There is a \$25.00 deductible clause on all claims made on this policy.



INSTITUTE OF TECHNOLOGY

Campus Activity Request

When completed, submit this form electronically, to Student Life

Name of Event or Activity: _____

Facility/Area to be used: _____

Event Date: _____ Day of week: _____ Time: from _____ am/pm to _____ am/pm

If Set-Up/Tear-Down Time Required, Please Specify

Date: _____ Day of week: _____ Time: from _____ am/pm to _____ am/pm

Purpose of Event or Activity: (list types of activities planned, i.e., meeting, lecture, etc): _____

Group Submitting Request: _____

Contact Person for Event or Activity: _____ Telephone #: (____) _____

Anticipated Attendance: _____ Open to Public: Yes _____ No _____

Who Will Set-Up? _____ Self _____ Physical Plant Services _____ Other (Please Specify)

Food Services Requested? _____ Yes (If Yes, Contact Food Services @ 293-4964) _____ No

Please List any Special Services or Equipment Requested:

(If you have an Audio Visual Equipment Request, Contact the Campus Library @ 293-5080)

Student Groups Requesting Approval for a Student Organization Sponsored Activity or Trip should submit a completed Campus Activity Request Form to the Student Life Office for Approval. For Student Trip Requests, Trip Insurance Forms should be received by the Student Life Office 24 hours prior to the Date of the Trip. All other requests to reserve Areas or Facilities on the OSU Institute of Technology Campus should be submitted to the Student Union Services Office for Approval.

Responsible Party Designee

Date

University Approval APPROVED OR DISAPPROVED

Date



TRIP INSURANCE REPORTING FORM

INSTITUTE OF TECHNOLOGY

Attach a copy of the receipt from the Bursar's Office if necessary and submit to Student Life with Campus Activity Request

| | |
|------------------------|-------|
| Student Life | |
| Office Use Only | |
| Reporting Date | _____ |
| Reporting Hour | _____ |
| SL Staff Initials | _____ |

| | |
|-------------------|---------------|
| # making trip | _____ |
| x # calendar days | _____ |
| = # of days | _____ |
| x .40 per day | \$0.40 |
| = Total Due | _____ |

Deposit Code : DD51

Department / Club/Org. _____

Charge Acct. # _____

Send bill to: (Name) _____

Campus Address _____

RETURN TO THE STUDENT LIFE DEPARTMENT AT LEAST 24 HOURS PRIOR TO LEAVING CAMPUS. DO NOT MAIL IN CAMPUS MAIL. ALL BLANKS MUST BE COMPLETED.

| <u>Departure</u> | | <u>Return</u> | | Name of Group or Class | Purpose of Trip | Destination |
|------------------|------|---------------|------|------------------------|-----------------|-------------|
| Date | Time | Date | Time | | | |
| | | | | | | |

NAMES OF STUDENTS MAKING TRIP (Use back for additional names, please number.) **ONLY LIST OSUIT STUDENTS .**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
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36. _____
37. _____
38. _____
39. _____
40. _____

Reported by: _____

Phone: _____

NOTE: The cost is calculated at the rate of \$0.40 **per** person per calendar day. The money must be collected and returned with this form prior to leaving campus.

Exclusions:

1. Snow skiing, water skiing, water sports and activities, rock climbing and intercollegiate athletic competition of any kind, including competition between groups or organizations.
2. Trips outside the United States, Canada, or Mexico. (Trips within the Stillwater city limits is not available)
3. Individuals who are not enrolled students, faculty, or staff.
4. Trips taken in private airplanes.
5. Personal trips or vacation.
6. Partial coverage cannot be extended wherein the trip would be covered but the activity excluded.



INSTITUTE OF TECHNOLOGY Employee/Sponsor Acknowledgement Statement

As a result of the Drug-Free Policy Statement, 1-018, concerning the prohibition of drugs and alcohol in college-owned buildings, facilities, grounds, or other property owned and/or controlled by the college or as a part of college activities, the following expectations apply to you as a representative of OSUIT.

- All OSUIT individuals participating in an OSUIT-sponsored trip are held accountable to all policies of OSUIT as stated in the student handbook and campus policies. In addition, all individuals will obey civil laws at the local, state, and federal level.
- The use of alcohol during any OSUIT-sponsored activity is strictly prohibited, unless an exception has been granted by the Senior Administration, and written approval provided as documentation.
- Any violation of the drug-free policy shall be subject to disciplinary action up to and including termination from employment. In addition, any individual that chooses to violate this policy may be asked to reimburse OSUIT for his/her portion of the participation cost paid by the institution or its affiliates.
- After-hours, OSUIT employees are prohibited from purchasing or providing alcohol to students, regardless of students' age, and from fraternizing with students when alcohol is present.
- It is understood that the use and/or distribution of illegal drugs is expressly prohibited, and may result in immediate termination from employment, and involvement of law enforcement.

I have read, understood, and will comply with the above-mentioned information relating to policies and guidelines of OSUIT.

Print Employee's Name

Date

Employee's Signature

Date