

SAMFORD UNIVERSITY		
EFFECTIVE: 02/01/2026	POLICY NUMBER 4.32	PAGE 1 OF 3

**APPLICABLE TO:** All Employees and Students

**RESPONSIBILITY FOR ADMINISTRATION:** Vice President for Finance and Business Affairs

**TITLE:** Student Domestic Travel and Overnight Lodging Policy

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## I. PRINCIPLES

Samford University encourages and supports travel opportunities that enhance the student experience and advance the University's mission, vision, and core values. This policy is designed to promote safe travel and provide guidance for planning and implementing off-campus student domestic travel.

This policy applies to student travel to attend activities or events when the activities or events:

- Are organized or sponsored by the University or a constituent part thereof (including recognized student organizations); and
- Involve travel beyond 50 miles from the Samford University campus; and/or
- Include off-campus overnight lodging.

This policy applies only to travel that includes students. The types of activities and events covered by this policy include, but are not limited to, academic course-related field trips, cocurricular service-learning or mission trips, approved student volunteer opportunities, the activities of recognized student organizations, and meetings and conferences of academic organizations where a student is attending/participating due to affiliation with the University. This policy does not apply to athletic trips regulated under NCAA rules.

## II. STANDARDS OF CONDUCT

To request authorization for domestic travel covered by this policy, members of the faculty, staff, or recognized student organizations who organize specific activities must submit the University's required Student Domestic Travel form, along with the required documents and information, to the Appropriate Divisional Administrator at least two weeks before the requested departure date.

The following information/documents must be submitted as part of the Student Domestic Travel form submission:

- An itinerary with specific information about all planned destinations;
- Planned transportation methods, including routes;

- The number of anticipated student participants and a list of their names, phone numbers, and emergency contact information;
- The name and phone number of the University employee who will be available to the students at all times during the travel;
- Specific activities planned during the travel and the rationale for those activities; and
- Identification of proposed third-party vendors (who must meet university requirements).

Any domestic travel covered by this policy requires the completion and submission of the University required Off-Campus Travel Waiver by each student participating in the travel.

Unless a specific exception is approved in writing by the University Risk Management and Insurance Office, domestic travel covered by this policy and involving students must be chaperoned by a Samford University staff or faculty member.

While traveling, employees and students are responsible for complying with all University policies and standards of conduct, including those delineated in applicable handbooks.

### **Travel**

Employees and students must comply with the University's Policy 3.14 (Student/Employee Use of Vehicles on University Business). If available, University vehicles may be used by faculty and staff who meet criteria and remain at all times subject to University Policy 3.14.

The use of an employee's personal vehicle is not allowed for student transport covered by this policy unless authorized in writing by the University Risk Management and Insurance Office. Use of a personal vehicle for travel covered by this policy requires compliance with University Policy 3.14.

### **Lodging**

All lodging and sleeping arrangements must be single-gender per room or sleeping space.

Faculty and staff are prohibited from sharing rooms or sleeping spaces with students or with a member of the opposite sex unless married to the person with whom they will share a room or sleeping space.

### **Incident Reporting**

For emergency situations, participants should do all the following and in the prescribed order below:

1. Immediately contact the local law enforcement jurisdictional authorities. Most US territories use the standard "911" system.
2. Immediately afterwards, notify Samford Public Safety by calling 205-726-2020 and/or emailing [publicsafety@samford.edu](mailto:publicsafety@samford.edu). Please provide any pertinent information and case status with this notification.
3. Notify both the Appropriate Divisional Administrator and the University Risk Management and Insurance Office by calling 205-726-2916 and/or emailing [riskmanagement@samford.edu](mailto:riskmanagement@samford.edu) with details noted above regarding any information or case status.

**Health Insurance**

It is the responsibility of each participant to verify their own insurance status and ensure they have appropriate coverage for all travel-related activities.

**Sexual Misconduct**

Any incidents of sexual misconduct in connection with domestic travel covered by this policy must immediately be reported to the Title IX Coordinator pursuant to the Sexual Misconduct Policy. For emergency situations, participants should first call 911. For more information, please refer to the University's Sexual Misconduct Policy.

**III. DEFINITION**

**“Appropriate Divisional Administrator”** -- Dean, Department Chair, or Director of an administrative unit

**IV. SANCTIONS**

Failure to comply with this policy may result in discipline, including, but not limited to, the University's refusal to reimburse expenses, denial of University sponsored travel privileges, denial of future travel funding, Honor Code referrals for students, and sanctions or termination for employees.