

CENTER FOR STUDENT OPPORTUNITY

Policies and Procedures for Off Campus Student Travel

Whether you are overseeing college-related individual student travel (Posey Global, internships, off-campus research etc.) or traveling with students – from a day trip to Mt. Pleasant to a spring term in Peru – here are a few things to keep in mind.



Dr. Gilbert and class, Ecuador, Spring Term '17

All Locations

Travel Registry

Students participating in off-campus college-related travel must be registered with the CSO. This allows the college to account for and support students in the event of an emergency (e.g. “There was a terrorist attack in location X. Are there any Alma students there now?”), and to help trip leaders collect and access emergency contacts and relevant medical information in case they need to respond to a student emergency.

The travel registration process depends on the duration of travel:

- Day trips: a one-page form is needed from the instructor/trip leader
- Overnight(s) in the US: a one-page form is needed from the instructor and each student
- International travel: students complete online travel registry in consultation with off-campus study office (instructor must notify CSO staff to start the process)

For travel registry details, please see the website listed at the bottom of this page.

Motor Pool

If you and/or the students you are working with will be traveling in Alma College vehicles, please make sure that you are familiar with motor pool policies, which are outlined in the MOO. For example:

- All drivers must be cleared through the required driver’s license check
- Students may not transport any passengers unless accompanied by a college faculty or staff member, and
- The destination cannot be more than 350 miles from campus

International Travel

Student International Travel Policy

This policy restricts college-related student travel when the destination has a US Department of State travel warning and/or the college insurance provider gives the destination a security risk rating of “high” or “extreme.” Travel covered by the policy includes those activities (academic, athletic, etc.) that are funded by the college or organized/facilitated/supervised by college staff in a professional capacity.

International Emergency Medical Insurance

Alma College students, faculty, and staff are covered by the College’s emergency medical insurance while traveling abroad on college-related programs (including pre and post-program travel). It is important that travelers maintain their US health insurance during their time abroad. In the event of a medical evacuation back to the United States, this policy will not cover any treatment or service provided in the US.

International Travel Resources

Register to access web resources on security risk, travel warnings, and a host of other useful information from Europ Assistance/EIIA (College insurance) at <http://eiiia.org/internationaltravel/>

Additional Information

For links to forms and details on these and other travel-related topics, contact Off-campus Study staff in the CSO or visit <http://www.alma.edu/academics/experiential-learning/international-off-campus-study/faculty/>