

REGULATION VIII

TRAVEL OF UNIVERSITY-AFFILIATED GROUPS

A. Policies

The policies and procedures are provided to maximize student safety during approved off-campus travel by affiliated groups. The procedures also provide requirements that are not so restrictive as to discourage or reduce the amount of travel that can be performed (see Regulation IX, Insurance and Liability).

Student participation in University-affiliated groups or programs which require travel is voluntary, and such travel must be carried out in compliance with CSU Executive Order 1041, CSU Student Travel Policy, and the CSULB Travel Policy. The University assumes no liability for damages, injury or death, occurring on such voluntary travel, and those students undertake such travel at their own risk.

When students travel off campus at their own discretion or on non-University approved travel, as individuals or in groups, neither the University nor Associated Students, Inc. (ASI) assumes liability for such travel. In all other cases, students are bound by the University Travel Guidelines and are encouraged to review the same when planning or attending any travel-related activities. Refer to <https://www.csulb.edu/financial-management/controllers-office/travel-policy>.

B. University-Affiliated Groups

The following groups may perform off-campus travel under the supervision of a University faculty or staff member or ASI staff member, as appropriate to the type of group:

- **Instructional Groups** when engaged in off-campus activities in conjunction with mandatory or elective coursework associated with an instructional program
- **ASI-Affiliated Groups** when engaged in off-campus activities which are funded by ASI and supervised by ASI staff (the provisions of Sections D and E apply)
- **Student Organizations** recognized by the University including such organizations as social, religious, recreational, honorary, service, professional, ect.
- **Sport Club Organizations** recognized by the University for practices and competitions. Refer to the CSU Sport Clubs Resource Guide for additional rules and regulations governing travel by sport clubs

C. Other Groups

It is recognized that students other than those included in paragraph B of this regulation perform informal and spontaneous travel at their own discretion, either as individuals or groups, such as travel as spectators to off-campus athletic games or other off-campus activities. The University and ASI do not supervise or assume liability for the performance of such travel.

D. Preferred Mode of Travel

In all cases where feasible and practical, public transportation and/or vehicles

owned by the University and/or its auxiliary organizations shall be used, when allowable pursuant to Section B above. When use of public transportation and/or vehicles owned by the University and/or its auxiliary organizations is not feasible, the following shall apply:

- Airplane – Only scheduled commercial airlines shall be used
- Train – Only regular commercial carriers shall be used
- Bus – Only regularly scheduled commercial or chartered carriers shall be used

Limousines, taxis, and rent-a-car services may be used from airports or railroad stations to and from hotels and/or activities. Chartered bus companies will be required to meet CSU insurance requirements in contracts as stipulated by CSU Executive Order 1041 prior to signing a contract by the appropriate campus administrator. Only the director of Procurement & Contractual Services has authority to sign a contract/agreement on behalf of the University (<https://www.csulb.edu/financial-management/signature-and-delegation-of-authority-overview>).

E. Travel in Privately-Owned Vehicles

Students may be authorized to travel in privately-owned vehicles when public conveyances, state-owned vehicles, and/or auxiliary organization-owned vehicles are neither available nor practical. Authorization for this method of travel shall be the responsibility of the appropriate University official or the ASI executive director or their designee, in cases of ASI-affiliated travel. In the event of an accident, the vehicle owner's automobile liability insurance is primary. Payments by the primary insurance company are not reimbursed by the University or ASI, nor are insurance deductibles.

F. Travel Performed by Instructional Groups

The provisions of paragraphs D and E apply. Travel performed by instructional groups will be arranged by the instructors of the groups as coordinated with the chair of the department concerned (see Section B). ASI assumes no responsibility for travel on the part of instructional groups.

G. Travel Performed by ASI-Affiliated Groups

The provisions of Sections D and E apply (see Section B). When travel is performed using public transportation, the appropriate ASI official and the authorized student representative must complete the Travel Authorization Request form. This form must be submitted to the Associated Students Business Office at least two weeks prior to the planned trip departure date (see ASI Policy on Travel).

H. Travel by Student Organizations

Insurance and liability provisions are found in Regulation IX, Insurance and Liability. ASI assumes no responsibility for travel on the part of student organizations.