Travel Safety Plan

Updated 7/31/2026

So, your student group is headed on a trip…. That's great! Prior to a Student Group making travel arrangements, several steps need to be taken:

PRE-Travel: Regardless of funds expected from the ASUM Travel Account or Club Generated Funds, all ASUM Groups participating in UM related travel are required to complete the **Request for Authorization for Travel (RAT)** form with ASUM Office Manager **three weeks before** travel.

Funding: Make sure your group has sufficient funds in your ASUM account, or that funds will be forthcoming from other University departments, to cover all expenses and reimbursements. Groups can only use their own funds for travel. No ASUM funds can be used unless awarded by the ASUM Senate as a Travel Allocation.

Travel completed through any UM Department without ASUM involvement prior to the trip prohibits the use of ASUM or club funds for reimbursement.

CSA Training: The Prime Traveler (student in charge of the trip) will need to visit the ASUM Office in UC Suite 104 to complete these forms. Additional forms to be completed at that time:

a. *ASUM Travel Safety Plan (Below)*
- ASUM may require additional Safety Planning for trips with heightened risk. All additional plans will be reviewed in conjunction with UM Risk Management.

b. *Campus Security Authority (CSA) Trip Form* (done with the ASUM Office Manager).
- LINK: https://docs.google.com/forms/d/e/1FAIpQLSc-SrzIRepHe4GiQ7ZzoWFxwqf2VMKnoXw2sP3QAkftNy7qqw/viewform

c. Student identified as Prime Traveler must take online CSA Training provided by UMPD.
- LINK: https://www.umt.edu/clery/csa/training/default.php

This training feeds into a document controlled by the Cleary Compliance Officer.

IF CSA TRAINING WAS NOT COMPLETED PRIOR TO THE TRIP, ASUM CAN NOT REIMBURSE CLUB TRAVEL. The Office Manager will verify with the UM Cleary Compliance Officer that the CSA Training was completed; *Because of the severity of the offence, if CSA Training is incomplete, sanctions may be put in place against the club.*

WARNING: If all required pre-approval travel forms and permissions are not completed before the date of your travel, and you choose to travel without ASUM pre-approval in a rented vehicle, and you are involved in an accident, THE INDIVIDUAL WHO SIGNS FOR THE CAR RENTAL WILL BE PERSONALLY FINANCIALLY LIABLE FOR ALL DAMAGES AND LIABILITY COSTS. UM's auto/rental insurance will not cover your vehicle rental risk unless every ASUM pre-travel requirement is completed.

ALCOHOL REQUIREMENTS: At any point during your student group travel, will you allow alcohol to be consumed during a planned activity or event? If yes, you must submit an Alcohol/Entertainment Approval Form, which can be found HERE. Please note that if alcohol is only consumed by individuals over 21 during their free time and not associated with the official itinerary of the student group, then an Alcohol/Entertainment Form does not need to be submitted.

POST-Travel: The Prime Traveler will bring any/all receipts or other documents required to the ASUM Office Manager and complete the **Travel Expense Report (TER)**.

- If a club is **not receiving funding**, the Prime Traveler will verify that no funds are expected to be returned to club members.
- If a club **is receiving funding**, the Prime Traveler will also complete the Check Request Form. *This must be completed within 90 days or the club waives any and all funding per State and University Policy.*

Once CSA training is verified and all documents are completed, the Office Manager will submit them to the University Business Services for payment.

i. All travel must be reimbursed by check – cash will not be given for any travel reimbursement.

ii. The check will be issued to the Prime Traveler who will be responsible for proper distribution of funds to other group members as needed.
The Prime Traveler ***must distribute the check*** per the RAT and TER agreements.

iii. Checks are only ordered on Wednesdays and can take up to three weeks to be issued by the state.

For clarification, concerns, or questions about these policies please stop by the ASUM Office at UC 104 OR email Office Manager Gwen at gwen.coon@mso.umt.edu & Business Manager Hailey Vondal at asum.businessmgr@mso.umt.edu. ***Please note,*** the sooner questions are asked, the easier it is to get challenges solved and issues addressed. We are here to help, so let us know how and we'll do our darndest to get 'er done. Happy Travel!

ASUM Travel Policies

To fully commit to the safety of our student body and the Campus Community all groups must file a Travel Safety Plan prior to **any and all** group travel. Approval may only be obtained in a meeting with the ASUM Office Manager in which the following will be discussed:

Organization: _____

Prime Traveler (also Group CSA): _____

Contact Phone Number: _____ E-mail: _____

Dates of Trip: _____ Trip Destination: _____

1. Trip Description:

_____

2. Students Attending - *Include Names, 790's, and Emergency Contact information (may be attached separately).*

_____

3. Safety Precautions – *Please check all that apply.*

☐ Drivers are licensed & insured

☐ Drivers will be distraction free

OR

☐ Other mode of travel is confirmed

_____

☐ Emergency contacts have been notified of travel

☐ Rooming has been agreed upon in advance

_____

☐ Only **legal** substances (alcohol ONLY) will be allowed by those of **legal** age (Entertainment / Alcohol Approval is required)

Type your text

OR

☐ Substances will not be permitted on this trip.

_____

Please list additional **trip-specific** safety precautions:

_____

4. Nearest Hospital to destination (w/Phone): _____

5. Law Enforcement Jurisdiction of destination (w/ non-emergency Phone): _____

ASUM OFFICE USE ONLY

Approved_____ Denied_____

Signature: _____ Date: _____

Please use second page if applicable.

For Sporting, Remote, or high-risk outdoor activities (such as trips into the backcountry, backpacking, hiking, rock-climbing, activities that involve watercraft, or other activities deemed high-risk by UM Risk Management):

Who will be responsible for organizing a response to a medical emergency?

Primary Responsible Person: _____

Secondary Responsible Person: _____

Your answer MUST include at least two group members in case the primary responsible person is injured; responsible individuals should be informed in advance of their responsibilities.

Where is the nearest medical facility with emergency services? _____

How will a sick or injured group member be transported to emergency services if medical care is needed?

_____

Will you have cell service where you are travelling? ☐ Yes ☐ No

If NO, how will you request medical assistance in an emergency?

For sporting activities ONLY:

Hosting team / school: _____

Will hosting team have emergency services on staff / standby? ☐ Yes ☐ No

How will hosting team support in the event of an emergency?

ASUM OFFICE USE ONLY

Approved_____ Denied_____

Signature: _____ Date: _____