

Department of _____, Mississippi State University
Student Domestic Travel Information

Conduct Requirements:

- I will follow all university policies and procedures during the trip, including the Student Code of Conduct, the Sexual Misconduct Policy, and (insert department or student organization) policies and procedures. Failure to do so may result in discipline from my department/organization and/or MSU.
- As a representative, I will engage in behaviors that are responsible and mature and that reflect positively on my department/organization and MSU.
- I will participate in all aspects of the event to which I am traveling that are required by my class or sponsor. My department or organization may choose to supplement this agreement with information regarding recovery of costs incurred on my behalf in the event I don't fully participate in the required activities.
- I am responsible for knowing and abiding by all laws and regulations, including those related to the use and possession of alcohol and drugs.
- In the event I am unable to return with the group at the end of the trip due to my actions, I will be responsible for the cost of my own return transportation.
- If I fail to participate in the trip after expenses have been incurred by my department or organization, I will be responsible for repaying those expenses. Any damages caused by me during the trip will likewise be my responsibility.

Emergency Procedures:

- In the event of a serious emergency, contact 9-1-1 or the nearest emergency service or law enforcement agency.
- Report the emergency to your sponsor, department representative, or other adult supervising the trip when it is safe to do so.
- I understand that MSU is not responsible for the cost of any medical treatment incurred during the trip or because of the trip, including travel to and from the activity (unless transportation is provided by MSU, in which case coverage for treatment incurred as a result of a motor vehicle accident may be covered).

Transportation Safety Guidelines:

- If I drive during this trip, I will possess a valid U.S. driver's license and comply with all laws and regulations.
- If I drive during this trip, I will take reasonable rest stops and will avoid using mobile devices while driving.
- If I drive during this trip, my vehicle will be properly insured, well-maintained and equipped with safety features.

- I understand that my automobile insurance will apply to any accident that occurs while I am driving as part of this trip. This includes coverage for anyone I allow to ride with me.
- Any driving infraction incurred during this trip will be my sole responsibility.
- If group transportation is provided for the trip, I will use such transportation and will be responsible for any increased costs related to my actions.

Risk Management and Safety Considerations:

- I understand that travel carries some inherent risk and that I should educate myself regarding my destination and any particular dangers.
- I understand that I should comply with all safety instructions provided by trip personnel or those responsible for the event that I am attending.
- I understand that I should have any medical insurance information, all required medications and prescriptions, and emergency contact information with me during the trip.

For any questions or concerns regarding this information, please contact

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NOTE TO DEPARTMENTS AND ORGANIZATIONS – THIS IS ONLY GUIDANCE THAT YOU MAY CHOOSE TO USE WITH YOUR STUDENTS. YOU MAY MODIFY THIS DOCUMENT TO FIT THE PARTICULAR FACTS AND CIRCUMSTANCES OF YOUR TRIP.