

## **Student Travel Code of Conduct**

### Policy Governing Persons Traveling Using University Funds

The following policy applies to all persons traveling to meetings, conferences, retreats, athletic events or other activities using East Carolina University student fee funds whether this travel is within the City of Greenville or to an external destination. Individuals not signing this policy will not be approved for travel.

The Division of Student Life stresses the importance of individual and student organization responsibility pertaining to the use of alcohol/drugs. Neither alcoholic beverages nor non-prescription drugs can be transported or consumed in state vehicles. The use of alcohol/drugs during University approved and student organization sponsored travel including but not limited to retreats, conventions or conferences will not be tolerated.

In addition, the sponsoring student organization may be held responsible for the actions of individuals during officially sanctioned University travel. Abuse of alcohol/drugs or other irresponsible behavior can adversely affect the status of the organization and future travel plans when these lapses in judgment are foreseeable and preventable by the officers and other attending the event. The Division of Student Life expects such situations to be reported to the organization advisor immediately.

I understand that when I travel using East Carolina University student fee funds, I am spending student funds entrusted to the division of Student Experiences. I accept the responsibility to be a good steward of those funds. I also understand that I will be viewed as a representative of East Carolina University, and that my behavior will reflect upon the entire university. I accept the responsibility of being a positive representative of the University.

#### **In light of these responsibilities, I agree to abide by the following policies:**

- To attend all scheduled meetings, conference sessions, and activities related to the funded travel;
- Failure to attend the conference due to last minute cancellations may result in the student having to repay all travel expenditures made by East Carolina University on the student's behalf.
- Not to consume alcoholic beverages unless I am 21 years of age or older; and not to use illicit drugs;
  - Not to consume alcoholic beverages regardless of my age if such use is banned by the advisor or organizational leadership prior to traveling;
- Not to abuse alcoholic beverages regardless of my age;
- To operate motorized vehicles legally and responsibly; i.e., to drive within the posted speed limits; to wear a seat belt and require passengers to do the same in accordance with the laws of the state in which I am traveling; not to operate a vehicle if I have consumed any alcohol; not to allow alcohol, illicit drugs or weapons in the vehicle; to operate only motorized vehicles for which I have a current, unrestricted license; to only use vehicles that are properly licensed and with current motor vehicle inspections; to provide a copy of their license and automobile insurance prior to departure.
- Not to spend money or make monetary commitments on behalf of the organization or the University without following proper procedures;
- Not to provide transportation to persons not approved for travel;
- To dress appropriately for the setting; and
- To interact professionally and responsibly with other participants at the event.

**I also understand that it is the responsibility of everyone traveling to uphold these policies. If I violate them, the advisor and/or the most senior member of the organization present may take steps to protect the reputation of the University and mitigate its liability. Those steps may include:**

- Requiring that the student return to campus prior to the end of the conference at his/her own expense;
- Banning the student from further participation in the conference or meeting;
- Requiring that the student repay travel expenditures made by ECU prior to travel, including the cost of travel (airline tickets and/or share of vehicle rental/fuel; prepaid accommodation expenses, conference fees, etc.);
- Banning the student from recovering out of pocket expenses related to the travel;
- Disciplining the student upon return to campus, which may include
  - Banning the student from future ECU-funded travel;
  - Removing him or her from the student organization and/or leadership in the organization;
  - Referring the student to the Office of Student Conflict Resolution.

## Emergencies

In case of a personal emergency the student is to contact a professional staff immediately. Any additional travel expense done without the prior approval of professional staff will be the responsibility of the student. If the need arises that the student must leave the event due to an emergency prior to the scheduled departure date the university will be responsible for returning the student to the point of departure at the universities expense. All other expenses are the responsibility of the student.

### **EAST CAROLINA UNIVERSITY**

#### **UNCONDITIONAL AND FULL GENERAL RELEASE AND COVENANT NOT TO SUE**

**PLEASE READ THIS CAREFULLY. IT AFFECTS CERTAIN RIGHTS YOU MAY HAVE IF YOU ARE INJURED OR OTHERWISE SUFFER DAMAGES PARTICIPATING IN THE TRIP.**

In return for East Carolina University allowing me to participate in the Trip and other good and valuable consideration, I agree, and state, on behalf of myself, my heirs, assigns, executors and others, as follows:

1. I am eighteen (18) years of age or older and am competent to read and sign this "Unconditional and Full General Release and Covenant Not To Sue."
2. That I understand that I am participating in the Trip freely and voluntarily and the Trip is not required by East Carolina University. I understand that participation in the Trip is a privilege and this privilege is a tangible benefit to me.
3. That I am familiar with and will obey, any and all of the rules established for the Trip, including the ECU Student Code of Conduct. I will obey all applicable laws, including those that relate to alcohol consumption.
4. That I understand and appreciate the inherent risks and dangers of participating in the Trip (automobile accident, crime, etc.) which could result in property damage and/or personal injury, including death; and I agree to accept and assume all risks whether present or future, known or unknown, arising from or as a result of my participation in this Trip.
5. That I WILL HOLD HARMLESS AND INDEMNIFY EAST CAROLINA UNIVERSITY and its officials, administrators, employees and all sponsors and individuals assisting in the Trip for any liability and all claims of damages, demands, and actions whatsoever in any manner resulting from my participation in this Trip.
6. That I will assume responsibility for all costs incurred by me on the Trip, including medical care, if needed.
7. That I understand I must be healthy and reasonably fit in order to safely participate in the Trip.
8. That in the event that I am rendered unable to communicate due to illness, accident, or emergency while participating in the Trip, I hereby give permission to a Physician selected by the Trip's personnel to hospitalize, secure proper treatment for, and to take whatever medical actions are necessary to treat me.
9. That I have read and understand this "Unconditional and Full General Release and Covenant Not To Sue." The undersigned states that he/she is presently and eligible participant and the information provided on the application are correct and is substantiated. Any falsification can result in immediate cancellation of all arrangements and loss of all monies paid.

**I agree to abide by the policies stated above.**

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name (Printed)

#### **Emergency Contact Information**

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_

( ) \_\_\_\_\_

**Telephone number including Area Code**