

## Student Field Trips

### Forms Needed

- *President's Office Form 17*: this form must be completed for all employees traveling on University business. Note: Blanket approval for in-state travel may be requested by completion of form 17B.
- *Dean of Students Form "Absence of Groups of Students from University Class Assignments on University Sponsored Trips"*: this form should be sent in advance to the Dean of Students Office. Approval by a Dean of Students Representative is needed before the trip is taken. A copy of the approval will be returned to the department. The Dean of Students office keeps this form on file in the event there is an emergency situation which requires contact with a student. This form does not provide insurance coverage for the trip or for individuals.
- *Transportation Form 1*: this form is used to reserve vehicles through Transportation Services. A list of the students making the trip must accompany the form.

Coverage Information - Purdue Employees who have received travel authority via form 17 or 17B are covered by workers compensation in the event of injury during the trip. Passengers and Non-Employees approved to operate University vehicles are covered for medical expenses of up to \$5,000 each in the event the University vehicle is involved in an accident.

Purdue Graduate Students and Post-Doctoral Research Fellows are automatically covered through Purdue for medical and accidental death and dismemberment expenses (up to specified limits) at no cost to either the student or department. Coverage applies should the student or fellow be involved in an accident related to their graduate work while engaging in research, classwork, course related activities, field work and travel. Graduate students in employee status are covered by workers compensation.

Medical coverage for undergraduate students involved in field trip activities may be purchased by contacting the Risk Management Office at 4-7695. Risk management must receive the following information in writing in advance of the trip: Activity description and location, coverage start and end dates, estimated number of participants and the University account number which is to be billed for the premium. The exact number of participants must be reported to Risk Management after the trip. The premium charge is per person per day and can range from \$0.30 to \$1.50 depending upon the activity. Additional information concerning this coverage may be obtained by calling the Risk Management office at 4-7695.

See Memorandum No. 102 dated 10/10/73 regarding required and non-required trips.