

**THE UNIVERSITY OF OKLAHOMA**  
**Norman Campus, Health Sciences Center, and Tulsa Campus**

**REGISTERED STUDENT ORGANIZATION TRAVEL POLICY**

**I. POLICY STATEMENT AND SCOPE**

The University of Oklahoma (OU) seeks to promote the health and welfare of students who are traveling. Undergraduate, graduate and professional students traveling in connection with events and activities of a Registered Student Organization or Registered Sports Club must follow the procedures of this policy if the travel is 1) out-of-state and/or 2) requires an overnight stay. This policy **does not** apply to day travel within the State of Oklahoma, travel to another OU campus, travel in connection with Academic or Administrative organizations, travel for faculty-led programs or credit-bearing courses, or travel that is funded by an OU college or department<sup>1</sup>. These activities may be addressed by other OU policies.

**II. DEFINITIONS**

For purposes of this policy:

*Registered Student Organization (RSO)* – Officially recognized organization which students form as members united by a common interest and/or as the local chapter of a national organization.

*Sports Club*<sup>2</sup> – A *Registered Student Organization* which has established and maintained the criteria for Sports Club Council membership.

*Event or activity* – An experience that is initiated, planned, and/or arranged by a *Registered Student Organization* or *Sports Club*.

*Officially recognized* – Organization which has successfully completed the registration process and received notification of its status and associated benefits from the central Student Affairs Office for the respective campus.

**III. GENERAL INFORMATION**

- A.** All RSO travel must be planned so as not to create an undue interference with academic responsibilities. Each student is responsible for obtaining permission to be absent from classes

---

<sup>1</sup> If an OU college or department is providing funding to cover a portion or all of the students' travel costs in connection with an event or activity of an RSO or Registered Sports Club, then the event or activity becomes OU sponsored. Students enrolled in Norman Campus programs traveling within the United States on OU sponsored events or activities must comply with the [Student Travel Policy for University Sponsored or Organized Events](#) and students enrolled in Health Sciences Center programs traveling within the United States must check with their individual college student service office for any additional travel guidelines.

Additionally, all students participating in OU sponsored events or activities outside of the United States must comply with the [International Educational Travel Guidelines for all University of Oklahoma Sponsored Study Abroad Programs](#). For all OU sponsored international travel, please visit the [OU Education Abroad website](#) for information about the steps that must be completed prior to departure.

<sup>2</sup> Norman Campus Only

and whether an absence for RSO travel is excused or unexcused is at the sole discretion of individual instructors.

- B. Sports Club advisors may receive requests to provide written letters requesting permission from faculty to miss class for their events. Please note these events are not National Collegiate Athletic Association events or functions of the Athletics Department, and therefore, it is not appropriate to request excused absences for Sports Club events.
- C. The travel organizer is encouraged to hold a pre-trip planning meeting with all participants to discuss the itinerary, behavioral expectations and transportation details.
- D. Any RSO or Registered Sports Club travel which occurs out of compliance with this Policy may result in individual and/or organizational discipline, together with such additional action as may be deemed appropriate under the circumstances.

#### IV. POLICY PROCEDURES

##### A. Travel Within the United States

1. Any RSO or Sports Club must register travel under the scope of this policy with the central Student Affairs Office for its respective campus<sup>3</sup>.
2. To register travel within the United States, the organization must submit a completed [OU Registered Student Organization Travel Within the United States Registration Form](#) (“Registration Form”) to the central Student Affairs Office for the respective campus at least five (5) working days prior to travel. The form affirms that an officer of the RSO and the Faculty/Staff Advisor for the RSO have attached the following to the Registration Form:
  - a. List of participants with OU ID numbers, campus addresses, local phone numbers, and emergency contacts, and
  - b. [Acknowledgement of Risk for Travel Within the United States with an OU Registered Student Organization](#) for all participants.
3. An officer of the RSO and the Faculty/Staff Advisor of the RSO must also acquire and keep on file a completed [Medical Information Form](#) for each participant. The original forms should be kept by a member of the RSO who is not traveling. Copies of each participant’s Medical Information Form should be taken on the trip to review in case of an emergency.

##### B. International Travel

1. Any RSO or Sports Club must register travel under the scope of this policy with the central Student Affairs Office for its respective campus<sup>4</sup>.
2. To register travel outside of the United States, the organization must submit a completed [OU Registered Student Organization International Travel Registration Form](#) (“International Travel Registration Form”) to the central Student Affairs Office for the respective campus at least five (5) working days prior to travel. The form affirms an officer of the RSO and the

---

<sup>3</sup> Norman Campus RSOs must register travel using [OrgSync](#).

<sup>4</sup> Norman Campus RSOs must register travel using

Faculty/Staff Advisor for the RSO have attached the following documents to the International Travel Registration Form:

- a. List of participants with OU ID numbers, campus addresses, local phone numbers, and emergency contacts, and
  - b. [Acknowledgement of Risk for International Travel With an OU Registered Student Organization](#) for all participants.
3. An officer of the RSO and the Faculty/Staff Advisor of the RSO must also acquire and keep on file a completed [Medical Information Form](#) for each participant. The original forms should be kept by a member of the RSO who is not traveling. Copies of each participant's Medical Information Form should be taken on the trip to review in case of an emergency.
  4. Students participating in International Travel with an RSO are strongly encouraged to review and complete a [Pre-Departure Travel Checklist for Students Traveling Abroad with an OU Registered Student Organization](#) ("Checklist"). This Checklist is provided to students for informational purposes only and does not need to be submitted to the central Student Affairs Office for the respective campus.

## V. MOTOR VEHICLE TRAVEL

### A. Rental Vehicles

1. [OU Fleet Services Vehicles](#) – The guidelines for use of Fleet Services vehicles are available on the OU Fleet Services website (<http://fleetservices.ou.edu>).<sup>5</sup>
  - a. RSOs are not allowed to use University vehicles unless a faculty or staff (student or non-student) member will be driving the vehicle.
  - b. Faculty, staff, and students are not allowed to rent or drive University-owned vehicles unless it is within the scope of their employment.
  - c. The above policy is also applicable to all department-owned vehicles.
2. [Third Party Vehicles](#) – Individual rental car and transportation companies each have their own policies related to insurance requirements and minimum age of drivers. The students and/or the faculty advisor organizing the travel are responsible for knowing these requirements before approving and paying for vehicle rental from a third party vendor.

### B. Privately Owned Vehicles

1. Drivers must have a valid driver's license.
2. Drivers must carry current liability insurance for any vehicle to be used for the proposed travel.
3. Driver's personal liability insurance policy must cover any liability that may result from the use of the vehicle for the proposed travel. It is the driver's insurance that may be used to pay for damages to the vehicle(s) involved in an accident and/or any injuries to a passenger or

---

<sup>5</sup> Norman Campus Only

occupant of another vehicle. This is a potentially large responsibility. If a student is not comfortable with this responsibility, other transportation arrangements should be made.

**C. Accidents**

1. If driving an OU Fleet Services vehicle, participants must follow the instructions listed on paperwork in the vehicle's glove box.<sup>6</sup>
2. All accidents should be reported to and documented by the local law enforcement agency.

**FOR POLICY QUESTIONS CONTACT CENTRAL STUDENT AFFAIRS OFFICES:**

**Norman Campus**

OK Memorial Union, Ste. 265 (OMU265)  
405-325-3161  
[studentaffairs@ou.edu](mailto:studentaffairs@ou.edu)

**Health Sciences Center**

DLB Student Union, Suite 300  
405-271-2416  
[students@ouhsc.edu](mailto:students@ouhsc.edu)

**OU-Tulsa**

Founders Student Center, Rm. 1C76  
918-660-3100  
[TulsaSA@ou.edu](mailto:TulsaSA@ou.edu)

---

<sup>6</sup> Norman Campus Only