



Travel Policy

Policy Information

Date Established: March 29, 2022

Date Last Updated: November 13, 2024

Category: Student Association

Applicability

It is the policy of the Student Association to promote safety and to encourage its members to engage in safe conduct when traveling to and from activities or events.

This Travel Policy shall apply to any activity that is located more than 100 miles from the University at Buffalo's North Campus or that is international, and which involves SA or an SA recognized club.

Clubs that encourage or require two or more members to travel to events and activities covered under this policy are responsible for verifying that those members are aware of and abide by this policy. Penalties for violation of this policy may be assessed by the SA Officers or the SA Senate and may include:

1. Fines to the club, and/or
2. De-recognition of the club, and/or
3. Loss of vehicle privileges for the club or travelers involved in the violation, and/or
Prohibition on violating students travelling to future SA or SA club events

Health and Safety

1. Each form of travel requires members to follow common and mode-specific safety precautions. Travelers must use sound judgment and follow all applicable laws.
2. Seat belts and other safety devices must always be used. Maximum passenger capacity in vehicles shall be the amount of people who can fit in the vehicle with each having their own seat belt.
3. People traveling to and from activities or events covered under this policy must have a minimum of six (6) hours sleep before driving and may not drive more than six (6) hours in a twenty-four (24) hour period.
4. People who travel to and from events and activities covered under this policy using privately owned vehicles or any vehicles other than those owned or rented by SA are still required to follow the SA Travel Policy and all laws.
5. People traveling by air and other modes of commercial transportation must comply with all laws applicable thereto.

Legal Requirements

1. SA may require travelers to complete a standard Student Participation Form in which the traveler acknowledges the risks, agrees to abide by certain reasonable rules and releases SA from liability.
2. SA may require travelers or the club to submit written proof of compliance with any or all sections of this policy in form reasonably acceptable to SA.
3. Travelers are required to abide by any laws in the countries, states, and local jurisdictions that they visit and must follow reasonable rules set by SA. Trips must comply with all applicable SUNY, UB and SA policies and laws.

Requirements Concerning Use of Student Activity Fees on Travel

1. There must be a minimum number of 2 undergraduate students (who are members of the club) participating in a club trip for it to be deemed a club event for which Student Activity Fee funds may be used. The purpose of the trip must relate directly and solely to the purpose of the club.
2. Any portion of the trip not paid for by the club or the University at Buffalo (including any of its departments) shall be paid by the traveler directly in advance through a ticket office sale. All sales must follow all SA and Ticket Office rules, policies, and procedures.
3. Clubs may pay for travel arrangements, overnight stay accommodations, participation in organized events (such as competitions, conferences, or exhibitions) or a portion thereof.
4. Clubs may pay for recreational activities (or a portion thereof) if attended by all travelers and if directly related to the purpose of the club and approved reason for travel.
5. Travelers shall be required to pay for their own incidentals (such as food or toiletries), except for those that are part of organized events such as banquets or conferences which are directly related to the purpose of the trip, and except for food for individual club members where the club can prove that it is not feasible for club members to normally procure food (i.e. remote camping trips).
6. Only actual, necessary, and reasonable business expenses will be paid for. Safety and reasonableness should always be SA or the club's top priorities when planning travel.

Additional Requirements for International Travel

1. Travelers must have a passport for international travel that will be valid for at least three months beyond the scheduled end of the trip. Some countries may require travelers to obtain a visa prior to departure to enter the country. It is the traveler's responsibility to determine whether they will need a visa, and what type of visa is appropriate. This information can be obtained from the nearest embassy or consulate for the host country.
2. At least two months in advance of the departure date, travelers must contact the Travel Clinic, [Student Health Office](#), University at Buffalo (716-829-3316) to obtain information regarding any possible risk of infectious diseases in the areas to which travelers plan to travel and regarding recommended precautions, immunizations and/or prophylactic medication. Travelers are also advised to visit the Centers for Disease Control and Prevention ("[CDC](#)") [website](#) for current travel and risk advisories and are likewise encouraged to receive the recommended immunizations and prophylactic treatments either from the Student Health Office or a provider of their choosing. Since the cost of the immunizations and or prophylactic medication may or may not be covered by insurance, travelers should check their health insurance policy to determine whether such treatments are covered. SA shall not be responsible for any of these costs.
3. Each traveler at their own expense must acquire medical insurance and medical evacuation/repatriation insurance that will cover them in the host country.
4. No International trip may take place to any country designated under a Travel Warning by the U.S. Department of State on its website.
5. The U.S. Department of State also lists Travel Alerts on its website. An International Trip to location that is subject to a relevant Travel Alert by the U.S. Department of State is subject to approval by the SA President and Treasurer.
6. When traveling into or through Canada international travel requirements still apply.
7. Travelers must comply with any other applicable University at Buffalo rules regarding international travel and execute a SA Participation Agreement prior to such travel.