



FLORIDA POLYTECHNIC
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Where in the World? Guiding Student Adventures Safely

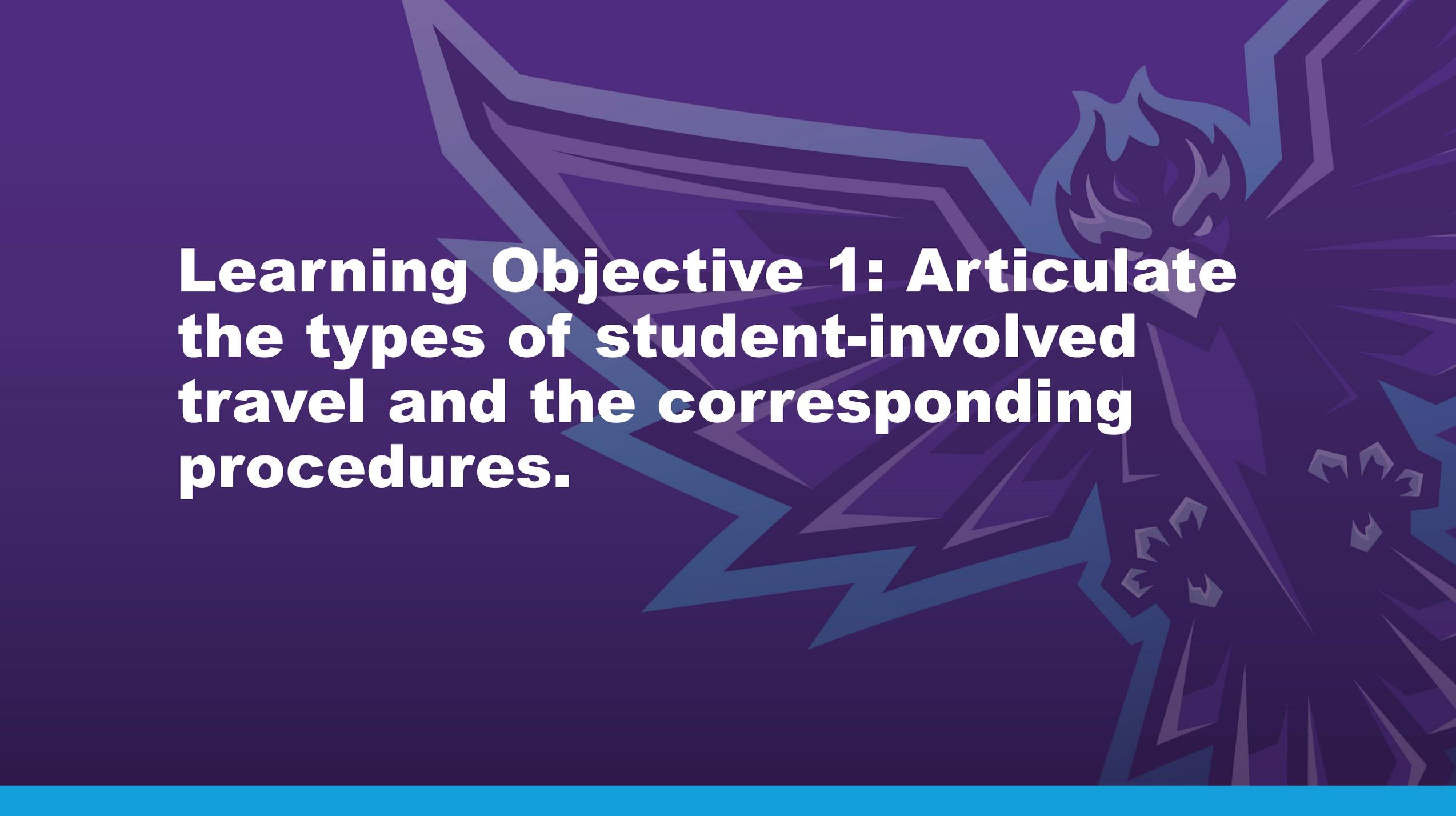
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Session Agenda

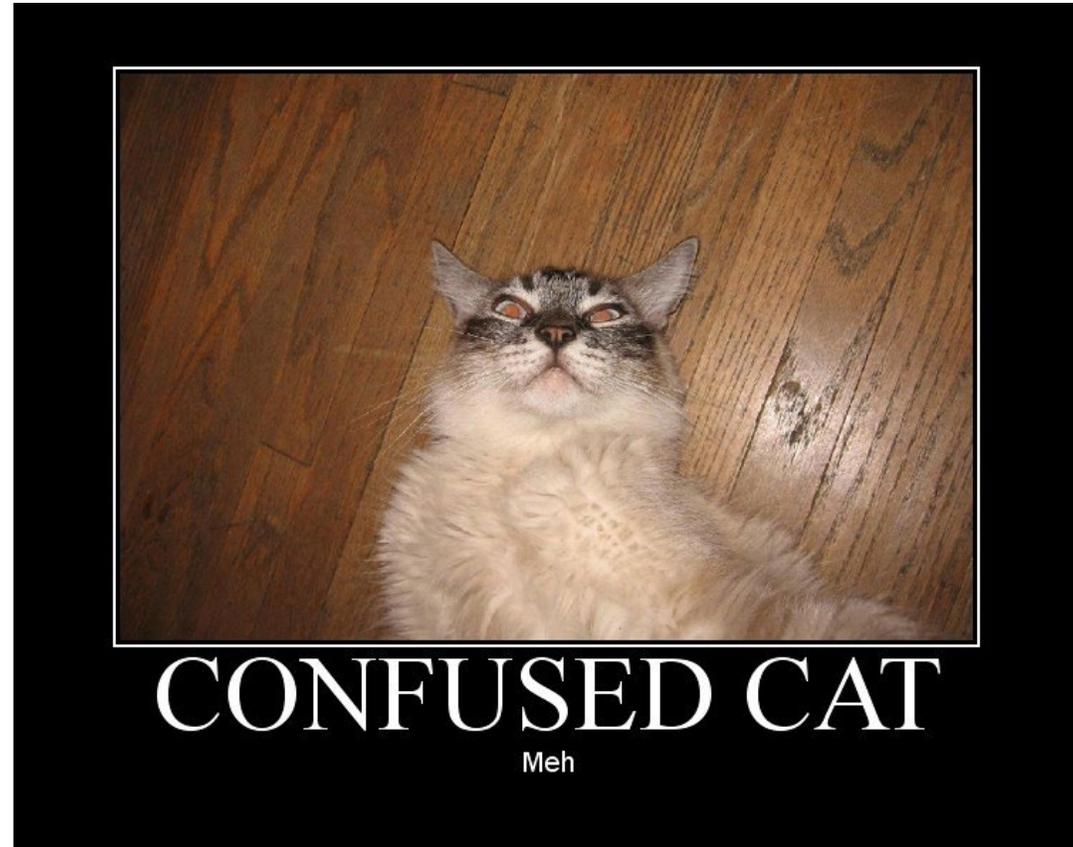
1. Articulate the types of student-involved travel and the corresponding procedures.
2. Identify unique risks associated with student involved travel.
3. Develop strategies for pre-trip planning, student preparation, and emergency response during student travel.



Learning Objective 1: Articulate the types of student-involved travel and the corresponding procedures.

Where do I start?

- Is the travel University Sponsored?

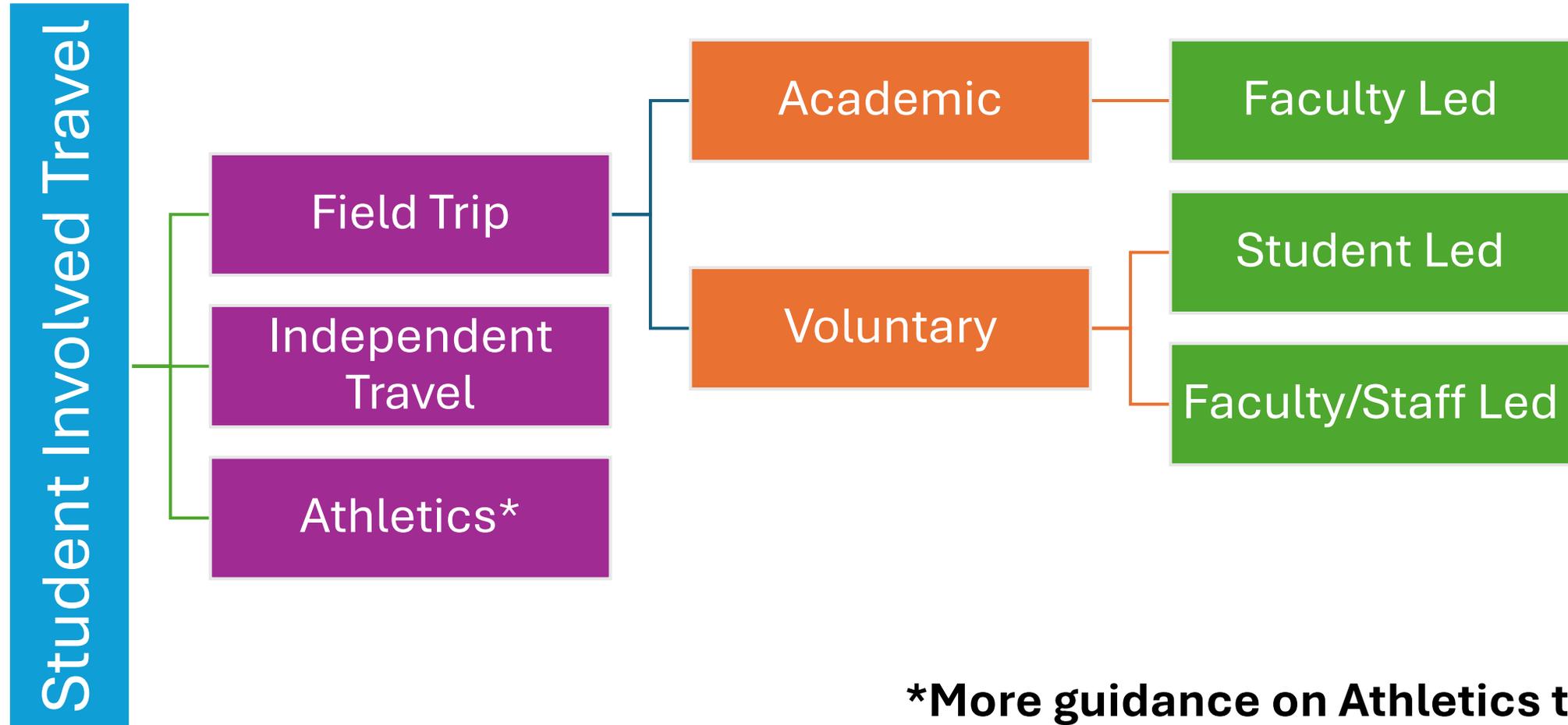


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University Sponsored Travel

- Is the activity part of the educational mission of the university?
- Is the activity an official function of a university academic or administrative unit?
- Do university personnel, acting within their capacity as university employees, have a major planning role in this activity?
- Has the Department Head and/or Chair approved the program or activity?
- Is there direct supervision by a university employee, acting within the scope of their employment throughout the course of the activity?
- Is the activity financially supported by the university?

Types of Student Travel



***More guidance on Athletics to come!**

Field Trips

Academic

- An Academic Field Trip is defined as a course-related activity that serves educational purposes and occurs outside of the classroom at a location other than on the campus at which the course is regularly taught.
- They are typically led by faculty as part of the course curriculum and required for class credit.

Voluntary

- A voluntary field trip is an Off-campus trip funded or sponsored by Florida Poly but not required for academic credit.
- Examples include, but are not limited to, travel by the following groups: **student clubs, student organizations, and voluntary trips during Spring Break, Summer, or other times throughout the year.**
- These trips are typically coordinated and directed by a faculty or staff member(s) of the University who is/are designated as the Field Trip Leader(s).

Independent Travel

- University Sponsored Independent Travel is an Off-campus trip funded or sponsored by Florida Poly but not required for academic credit and not accompanied by faculty, staff, or an agent of Florida Poly.
 - Study Abroad is included in Independent Travel.
- If students are traveling for personal reasons or not at the direction of the university, a spend authorization is not required.
 - Not “university sponsored”
- Students should work with the Administrative Assistant serving the department for which the travel is associated.

Spend Authorization

Required *(EVERY attending employee)*

- University Funded or Chaperoned
 - Field Trips
 - Academic field trips
 - Spring Break trips
 - Conferences
 - Off-site training
 - Etc.
 - Study Abroad

Not Required

- Student personal travel or own social activities
- Travel made by student groups that are not recognized University organizations

Liability Waiver

What It Is

- A legal document that an individual signs to acknowledge and accept the risks associated with a particular activity or service, and to release the organization or individual providing the activity or service from liability for any injuries or damages that may occur.
- These waivers are common in activities like:
 - Recreational activities: think inflatables, petting zoos, trips to Universal or Busch Gardens, etc.
 - Events: think Pi Day Run, festivals, etc.

What it won't do

- Generally won't protect against gross negligence, reckless conduct, or intentional harm.
- They provide limited protection for the university.

Student Code of Conduct Travel Agreement

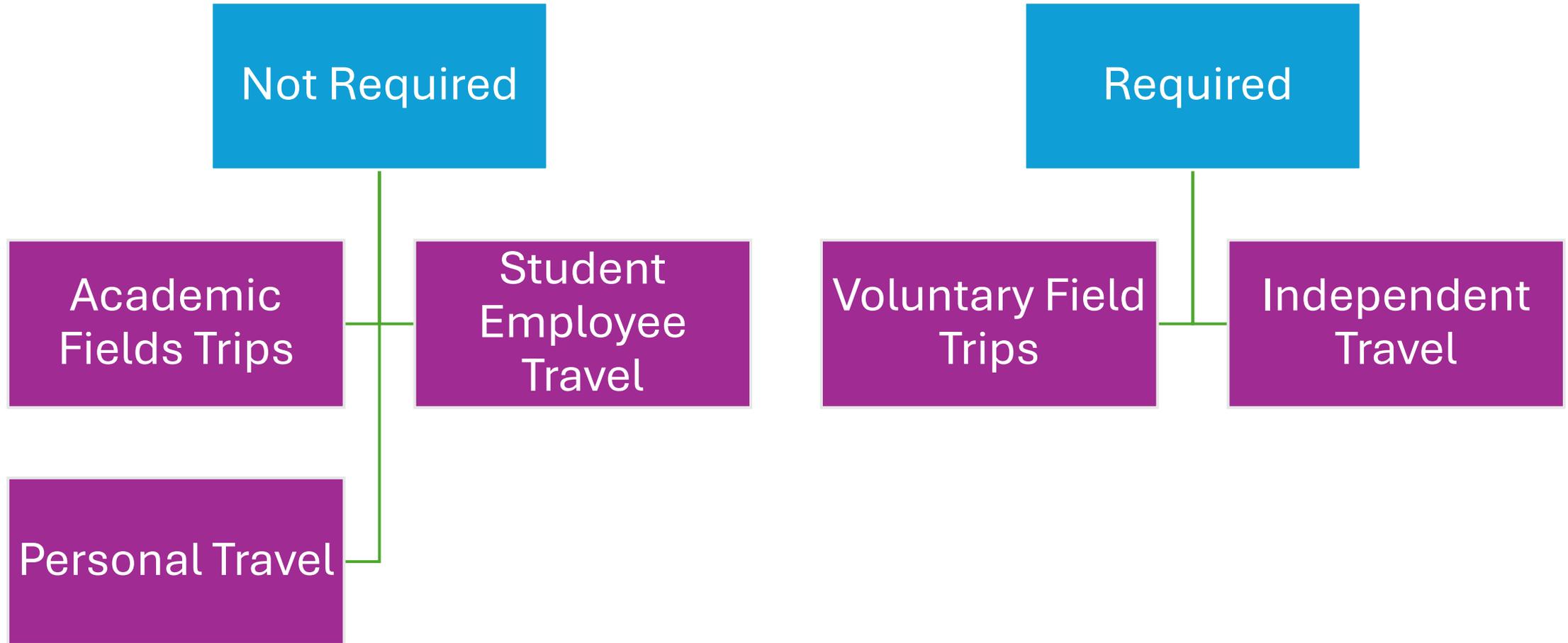
What It Is

- Sets of rules and guidelines that students are expected to follow while participating in a university-sponsored travel program.
- Its purpose is to ensure the safety, well-being, and academic success of the students, as well as to maintain the reputation of the university.

What it Covers

- Behavior expectations
- Compliance with university policies
- Compliance with applicable state and federal laws

When Forms are Required



Field Trip Template

- “Required” for all types of field trips.
 - The level of detail needed will depend on the activity
 - Local versus overnight
 - Types of activities
 - Etc.
- Although not required, it can be leveraged for independent travel to help with planning and organization.
- The tentative plan is shared in the Spend Authorization, but the final is shared with Risk Management and your supervisor.

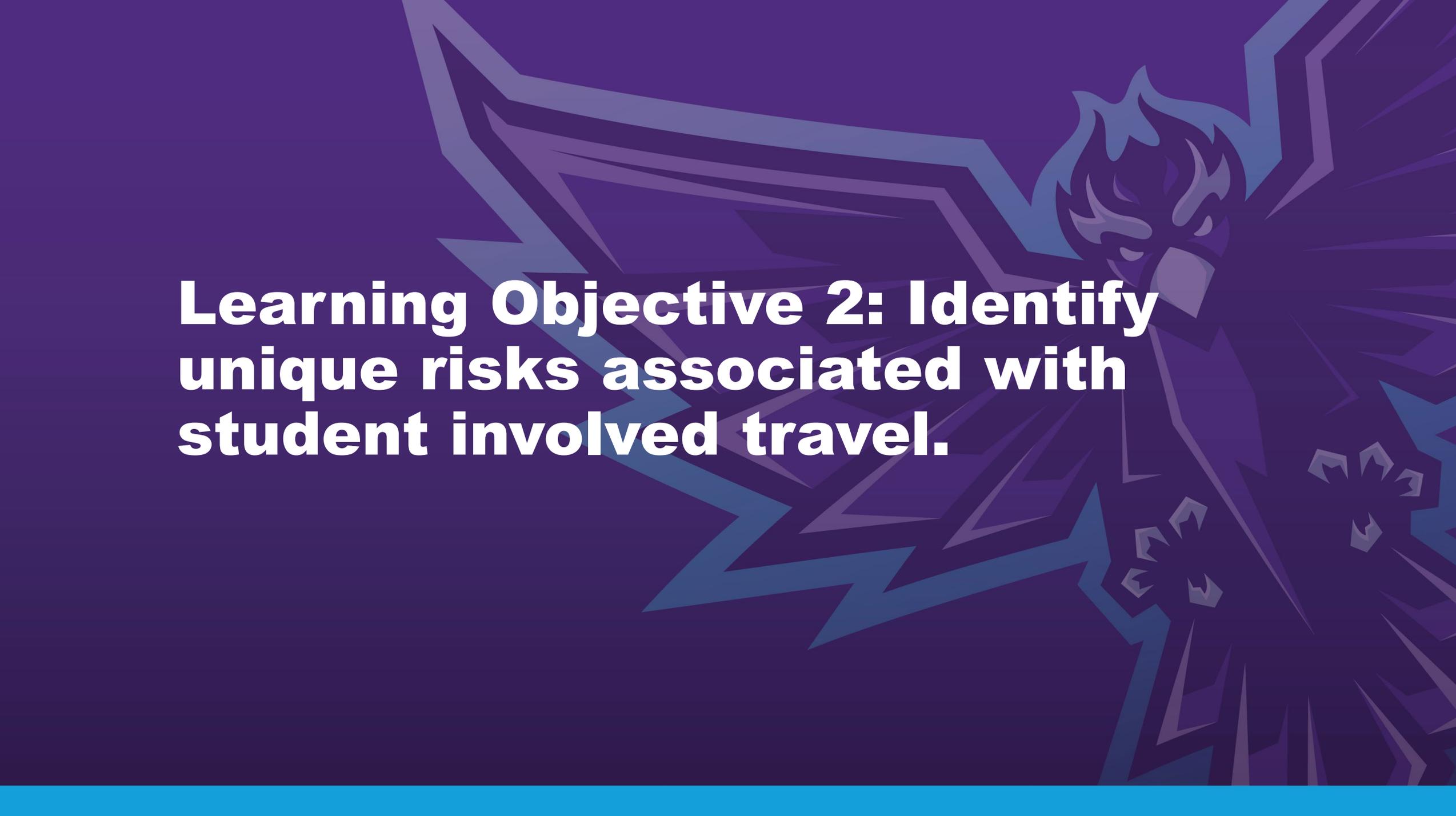
Summary of Requirements



Type of Travel	Supervision	Spend Authorization	Liability Waiver	Student Code of Conduct - Travel	Field Trip Template
Field Trip - Academic	Faculty Led	YES	NO	NO	YES
Field Trip - Voluntary	Student Led	YES	YES	YES	YES
Field Trip - Voluntary	Faculty/Staff Led	YES	YES	YES	YES
Independent Travel	None	YES	YES	YES	NO
Personal Travel	None	NO	NO	NO	NO

Process

1. Pre-Planning
 - Determine details regarding location, hotels, transportation, number of participants, etc.
 - Develop budget plan
 - Develop general itinerary
 - Consult with support departments
 - Talk with your supervisor (not required but recommend some level of conversation **BEFORE** submitting Spend Authorization).
 - Field Trip Plan (if applicable)
2. Spend Authorization
 - If approved, continue.
3. Booking/Payments & Expense Reports
 - As needed for reservations
4. Paperwork (if applicable)
 - Send to Risk Management **BEFORE** travel:
 - Waivers
 - Student Code of Conduct - Travel
 - Final Field Trip Plan
5. Complete Travel
6. Expense Reports and close out Spend Authorization **ASAP**.



Learning Objective 2: Identify unique risks associated with student involved travel.

Common Risks – Health & Safety

- **Illness and Injury:** Exposure to new environments can mean new exposures. Injuries can occur from accidents in unfamiliar surroundings or during adventure activities.
- **Medical Emergencies:** Access to quality healthcare can be limited in some areas. Students *should always* have proof of their medical insurance with them.
- **Mental Health:** Being in a new environment, away from familiar support systems, can lead to increased stress, anxiety, or homesickness.

Common Risks - Security

- **Petty Crime:** Theft, pickpocketing, or scams are common in tourist areas.
- **Serious Crime:** While less common, students can be targets for more serious crimes, especially if they are perceived as vulnerable or flash wealth.
- **Weather & Natural Disasters:** Thunderstorms, hurricanes, or other natural phenomena can occur, especially in certain geographic regions.

Common Risks - Logistical

- **Lost or Stolen Documents:** Licenses, Passports, visas, and other important identification can be lost or stolen, causing significant delays and difficulties.
- **Travel Disruptions:** Flight delays or cancellations, lost luggage, or problems with transportation can disrupt itineraries and cause stress.
- **Financial Issues:** Unexpected expenses, currency exchange problems, or difficulty accessing funds can arise.

Common Risks – Cultural & Social

- **Culture Shock:** Difficulty adjusting to new customs, social norms, or language barriers can lead to frustration and isolation.
- **Misunderstandings:** Unintentional offenses due to lack of cultural awareness can lead to negative interactions with locals.
- **Exploitation:** In some contexts, students can be vulnerable to exploitation or scams.

This doesn't just apply to international travel; it also applies to international students here in the US.

Common Risks – Reputational



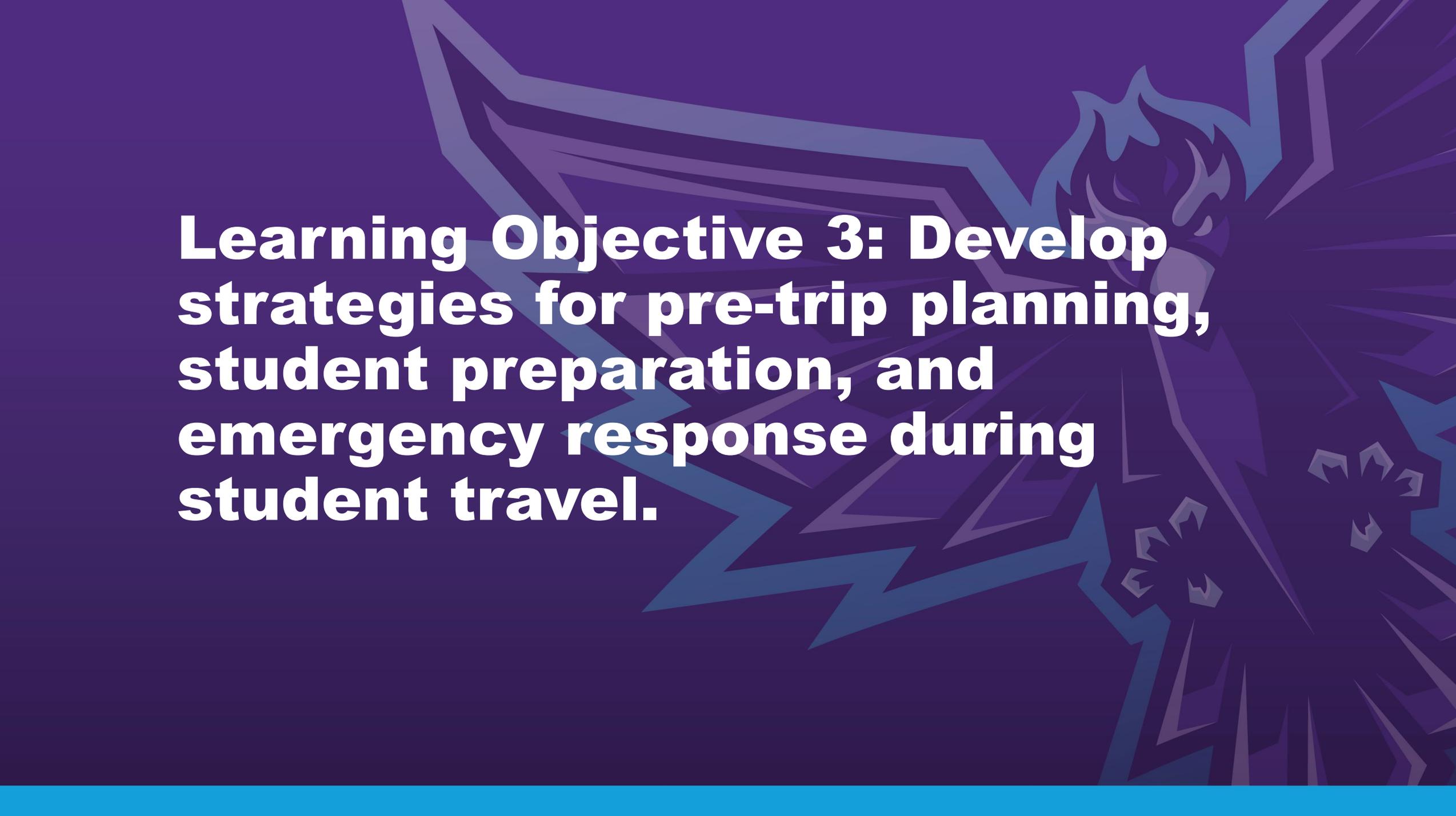
- **Poor Behavior:** Student misconduct can damage the reputation of the individual and the university.
- **Legal Issues:** Breaking local ordinances or laws can lead to arrest, fines, or other legal consequences, impacting both the student and the university.

What can you do about it?

- Provide excess time for planning and approval – when you fail to plan you plan to fail.
- Gain proper approvals
- Create a detailed Field Trip Plan
 - Travel with a copy of the plan and maintain access to emergency contact information.
 - Reach out to support departments for help (Risk Management, Safety Services, etc.)
- Collect Waivers and Student Code of Conduct, and send to Supervisor and Risk Management BEFORE travel.
- Have a pre-travel meeting with attendees and provide them key details.
 - What should they pack?
 - Are meals provided?
 - Etc.

Important Reminders

- All travel must be in Workday
 - Student travel will be entered by a faculty or staff member.
 - Include a roster of attendees.
 - All faculty or staff must submit a S.A. if traveling, even if no cost.
- Waivers and travel code of conduct are sent to Risk Management, not uploaded into Workday.
- Field Trip Plan is sent to Risk Management and your supervisor
- If planning a field trip or travel involving meal reimbursement for attendees, review the guidance by A.P. in the document.
- If minors are involved, there are additional risks you will be responsible to mitigate.
- It is **NEVER** acceptable for faculty/staff to share a room with a student.



Learning Objective 3: Develop strategies for pre-trip planning, student preparation, and emergency response during student travel.

Pre-Trip Planning

- Let's review the Field Trip guidance together!

Student Preparation

- The Field Trip Leader should provide the participants with an “orientation” prior to departure.
- The type of field trip will dictate the level of detail needed in the orientation, but both verbal and written communication is essential.
- Field trip leaders will most likely be faculty or staff but there are times when students travel as a group without supervision. It’s still important to support those groups participating in University-sponsored travel.

What may students need to know?

- Trip destination and purpose.
- Travel itinerary including times, route, rest and meal stops.
- Lodging information, if applicable.
- Transportation information.
- Appropriate documents, clothing and equipment needed for the trip, including protective gear, sunscreen and insect repellent.
- The established rules and protocols specific to the field trip.
- Summary of activities and physical requirements students will encounter, including any unique hazards.
- Reminder to student to contact the Office of Disability Services regarding any requests for accommodations.
- Any known or unusual circumstances that would require advance preparation or equipment.
- Emergency planning and response protocols and procedures (accidents, theft, problems with staff or other participants, illness, weather delays).
- Emergency & Contact information
- Cell phones/buddy systems & procedures for separation from group
- General safety and personal security
- Health and safety guidelines including any possible health hazards
 - Reminder of insurance requirements (F/J visa types, if applicable)
 - Reminder that all individuals should travel with proof of insurance on their persons
- Approved and restricted activities on the trip
- Any zero tolerance issues & behavioral expectations
- Consequences of student misconduct or threats to the safety of others
- Reminder that college policies that will apply
- Outline any relevant expenses (e.g., meals “on your own”)



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Incident Protocols

First Things First...



Ensure Immediate Safety

- Assess the situation
 - Determine the severity of the injury and if there's any immediate danger.
- Provide first aid
 - If you are trained, administer appropriate first aid.
- Call for emergency services
 - For serious injuries (e.g., unconsciousness, severe bleeding, broken bones), call 911 (or the local emergency number if abroad) immediately.
- Move to a safe location.
 - If safe and you can do so without causing additional harm to the injured.

You Are Not Alone



Notification Protocol

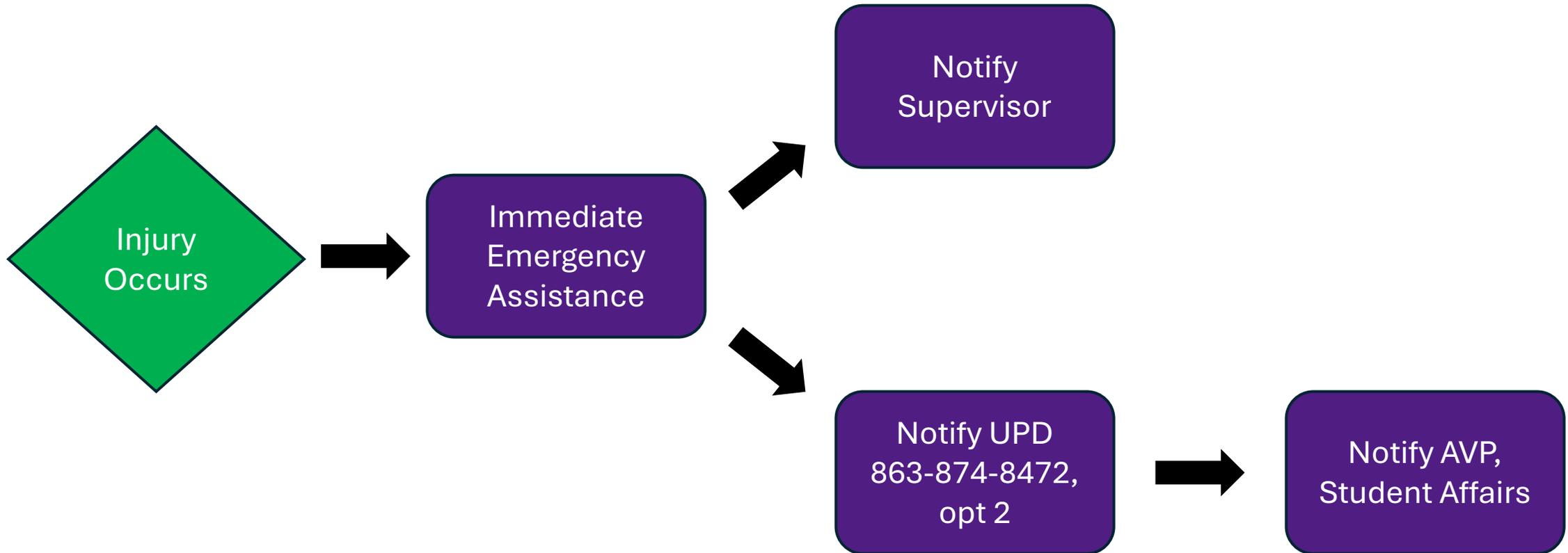
1. Field Trip Leader takes immediate, necessary action.
2. Field Trip Leader notifies direct supervisor & University Police (863-874-8472, opt 2)

University Police will notify Assistant Vice President of Student Affairs.

AVP of Student Affairs advises on appropriate notification actions (i.e. who will notify the emergency contact/guardian).

- a) AVP of Student Affairs determines notification to Vice President, Student Affairs, Enrollment Mgmt & Strategic Comm.

Notification Protocol



What if there is no faculty/staff?

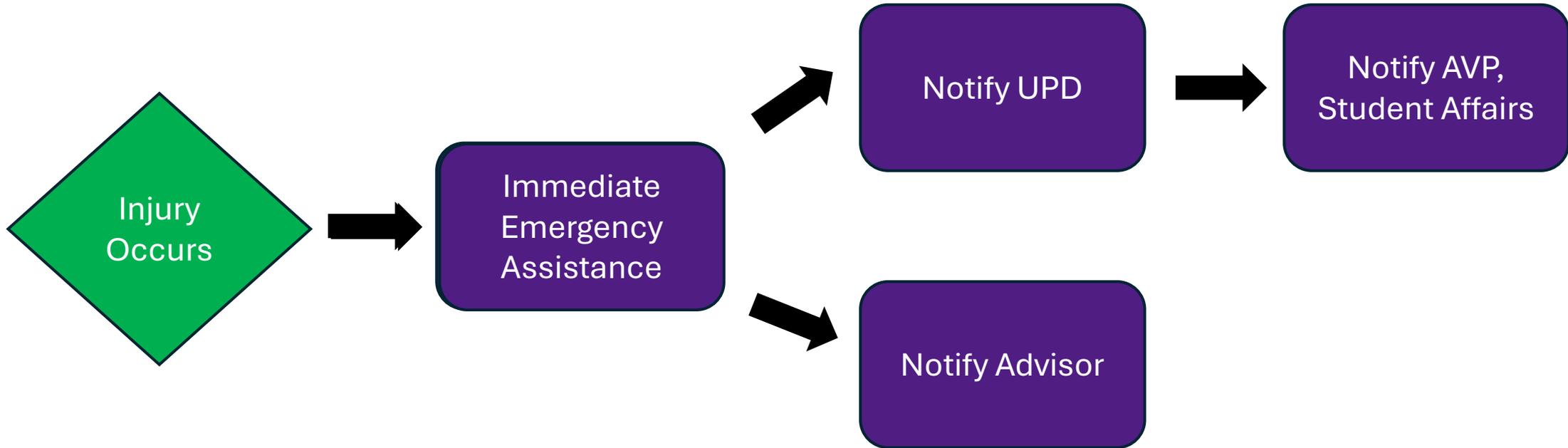
1. Student, assigned as Field Trip Leader, takes immediate, necessary action.
2. Field Trip Leader notifies Faculty/Staff Advisor & University Police (863-874-8472, opt 2)

University Police will notify Assistant Vice President of Student Affairs.

AVP of Student Affairs advises on appropriate notification actions (i.e. who will notify the emergency contact/guardian).

- a) AVP of Student Affairs determines notification to Vice President, Student Affairs, Enrollment Mgmt & Strategic Comm.

Notification Protocol



What Comes Next

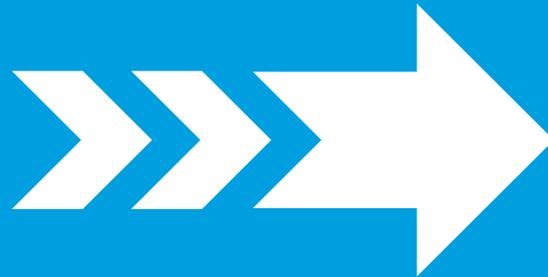
- **Complete an Incident Report Form (ASAP but no longer than 48 hours after the incident)**
 - Fill it out as thoroughly and accurately as possible. Be factual and objective. Do not speculate or assign blame.
 - Provide any photos or other documentation you have within the report.
- **Keep Records**
 - Maintain your own notes about the incident, including who you contacted, when, and what was discussed.

Information to Report

- **Student Information**
 - Full name, date of birth, etc.
- **Incident Details**
 - Date and precise time of the incident.
 - Exact location of the incident.
 - Detailed description of how the injury occurred.
 - Nature of the injury.
 - Witness names and contact information (if any).
 - Actions taken immediately after the injury (first aid, emergency calls).
- **Photos**
 - If appropriate and safe, take photos of the injury and the incident site (i.e. auto accident, student tripped on broken sidewalk, etc.)

Maxient Reporting

**Scan
Here**



Why Reporting is Important

- Human Resources: When an employee is injured, HR should always be notified. Employees & their supervisor must report to AmeriSys immediately and PRIOR to receiving medical assistance unless emergency services are needed.
 - Without a timely report to AmeriSys, employees jeopardize their Worker's Compensation benefits.
- Risk Management and Safety Services: When anyone is injured, or almost injured, both Risk Management and Safety Services needs to know.
 - Both departments receive notification when the Maxient form is submitted.

Communicating with Parents/Guardians

- **Follow University Protocol**
 - The AVP for Student Affairs will typically handle communication with the student's parents or guardians. Do not contact Parents/Guardians directly unless specifically instructed to do so by university officials.
- **Be Prepared to Assist**
 - Be ready to provide factual information as directed by the university.

Key Things to Remember

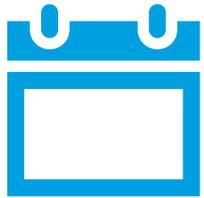
- Prioritize the student's well-being.
- Act quickly and decisively in an emergency.
- Communicate immediately with university officials.
- Do not delay reporting.
- Document everything factually and thoroughly.
- Do not discuss fault or liability.

Questions?



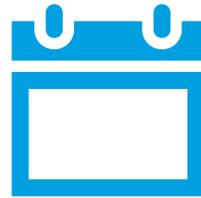
Next Sessions

Feb 17th
12 – 1 PM



*International
Travel*

Feb 24th
12 – 1 PM



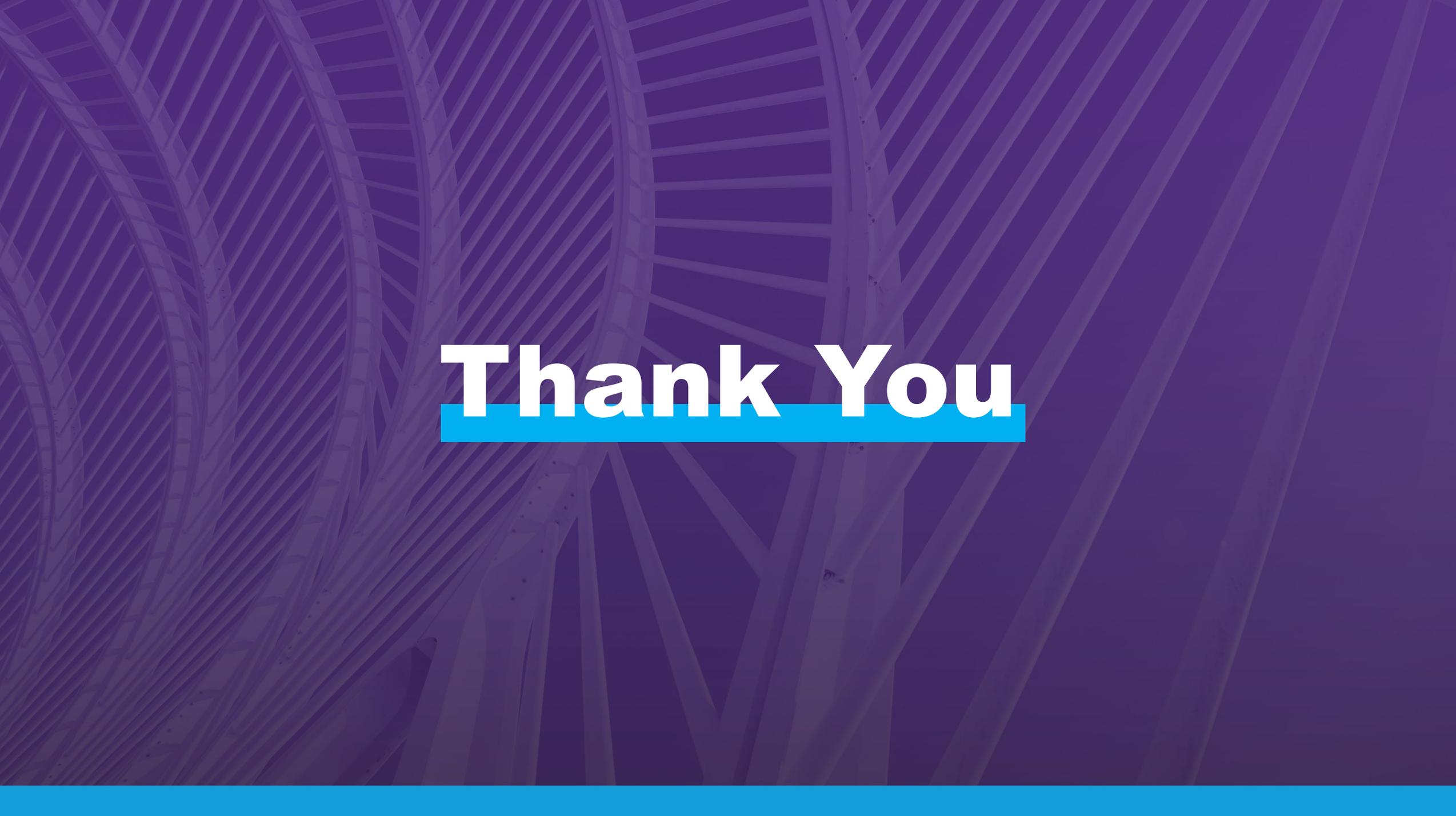
*Understanding Risk &
Everyday Mitigation at
Florida Poly*



Your Feedback and Input is Important!



Today's Date is 2/10/2026



Thank You

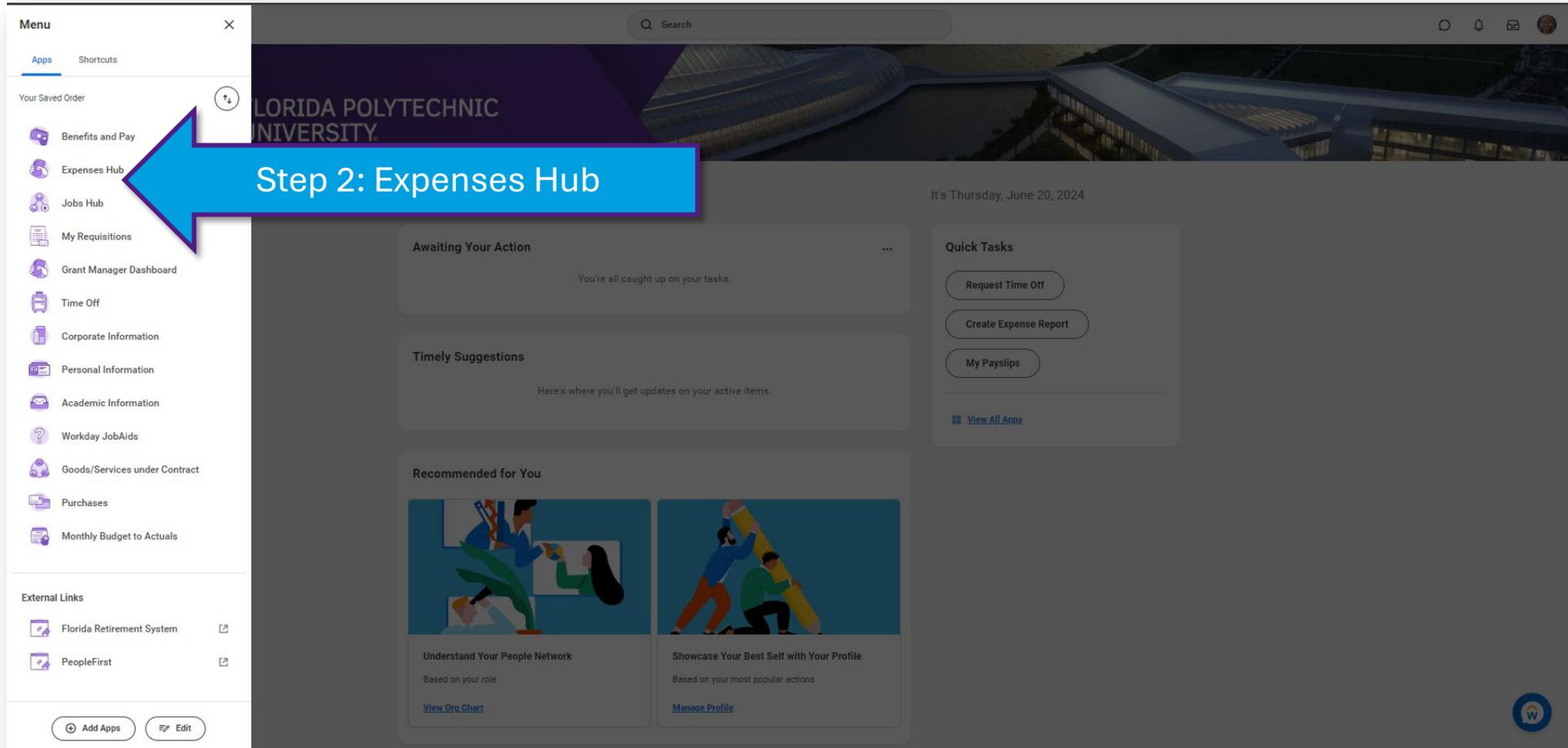
How to Submit a No Cost Travel Spend Authorization



The screenshot shows a user dashboard for Michelle Powell on Thursday, June 20, 2024. The dashboard includes a navigation menu, a search bar, and a header with the Florida Poly logo. The main content area is divided into several sections:

- Awaiting Your Action:** A card indicating that the user is caught up on tasks.
- Quick Tasks:** A list of tasks including "Request Time Off", "Create Expense Report", and "My Payslips".
- Timely Suggestions:** A section with a blue arrow pointing to a "View All Apps" link.
- Recommended for You:** Two cards: "Understand Your People Network" (based on role, with a "View Org Chart" link) and "Showcase Your Best Self with Your Profile" (based on popular actions, with a "Manage Profile" link).

A blue arrow with the text "Step 1: View All Apps" points to the "View All Apps" link in the Timely Suggestions section.



The image shows a screenshot of the Florida Poly portal dashboard. On the left, a 'Menu' sidebar is open, listing various applications. A blue arrow with the text 'Step 2: Expenses Hub' points to the 'Expenses Hub' item in the menu. The main dashboard area features a search bar at the top, a date indicator 'It's Thursday, June 20, 2024', and several content blocks: 'Awaiting Your Action' (with a message 'You're all caught up on your tasks.'), 'Timely Suggestions' (with a message 'Here's where you'll get updates on your active items.'), 'Recommended for You' (with two cards: 'Understand Your People Network' and 'Showcase Your Best Self with Your Profile'), and 'Quick Tasks' (with buttons for 'Request Time Off', 'Create Expense Report', and 'My Paystips'). At the bottom right, there is a 'View All Apps' link and a circular icon with the letter 'W'. The menu sidebar includes sections for 'Your Saved Order' (listing 'Benefits and Pay', 'Expenses Hub', 'Jobs Hub', 'My Requisitions', 'Grant Manager Dashboard', 'Time Off', 'Corporate Information', 'Personal Information', 'Academic Information', 'Workday JobAids', 'Goods/Services under Contract', 'Purchases', and 'Monthly Budget to Actuals') and 'External Links' (listing 'Florida Retirement System' and 'PeopleFirst'). At the bottom of the menu are 'Add Apps' and 'Edit' buttons.

MENU

FLORIDA POLYTECHNIC UNIVERSITY

Q Search

Tasks

Step 3: Create Spend Authorization

Create Spend Authorization

Expense Reports

Expense Transactions

Spend Authorizations

Travel Profile

Payment Elections

You're All Caught Up!



When you have expenses to complete, we'll display them here.





Step 4: Complete all travel related details as with any travel, but add specific mentions of the following:
a) “No Cost Travel”
b) Name and Title of driver(s) of driver of vehicle



Create Spend Authorization

Travel cash advances MUST be approved within 10 business days before the first day of travel.

Helpful Links:

- Click [\(here\)](#) for Avis State of Florida Contract Rental Agreement & Procedures.
- Click [\(here\)](#) to view the State of Florida Travel policies and procedures
- Click [\(here\)](#) for international travel per diem information
- Click [\(here\)](#) for Florida Polytechnic University travel guidelines.
- Click [\(here\)](#) for Florida Polytechnic University Travel Manual.

▼ Spend Authorization Information

Company *

Start Date *

End Date *

Description * "No Cost Travel" Car Pool Passenger: Ridin

Business Purpose

Currency USD

▼ Spend Authorization Details

Reimbursement Payment Type *

Justification



Spend Authorization Lines Attachments

+ Add

No Cost Travel (Sponsorship from External Source) 0.01

Spend Authorization Line

Expense Item * Search
x No Cost Travel (Sponsorship from External Source)

Quantity * 1

Per Unit Amount 0.01

Total Amount 0.01

Budget Date * 06/20/2024

Memo

Cash Advance Requested

Worktags

*Cost Center x 1059 Risk Management

Cost Center Programs

Grant

Project

*Fund x 101 Education and General

Gift

*Program x 6100 General

Step 5: Add a Spend Authorization Line and select “No Cost Travel (Sponsorship from External Source)” as the Expense Item

Step 6: Update the memo to reflect the same information as the Justification

Spend Authorization Lines Attachments

Attachments

 SA REQUIRED ATTACHMENT - Agenda or Schedule Of Events.pdf
✓ Successfully Uploaded

Comment

 SA REQUIRED ATTACHMENT - Round-Trip Mileage Map.pdf
✓ Successfully Uploaded

Comment

 SA REQUIRED ATTACHMENT - Vehicle Drivers Approved SA PDF Copy.pdf
✓ Successfully Uploaded

Comment

Step 7: Add the following attachments:

- a) Round trip map of route
- b) PDF of pre-approved Spend Auth. for driver of the vehicle (if applicable)
- c) Agenda or schedule of events for the travel

What to Do After Travel

- After your no cost travel has ended, you will need to mark the Spend Authorization as CLOSED.
 - To close a Spend Authorization, navigate to Expenses Hub and select Spend Authorizations from the left-side menu.
 - Hover over the Spend Authorization you need to close, then select the “...” that appear.
 - When the Actions appear, hover over Spend Authorization and select Close.
- If you have cost travel, you will need to submit the appropriate expense reports. Keep track of all receipts!
 - Tip: take photos and save all receipts electronically immediately