**STUDENT OFF-CAMPUS OVERNIGHT TRAVEL**

As part of ensuring student safety and meeting University requirements under the Clery Act, the Student Off-Campus Travel Form must be completed by the person coordinating or organizing student travel when:

a) a student or student group is engaged in **overnight stay** travel **and**

b) the travel is **sponsored by a University of La Verne** student group, office or department, faculty or educational program.

The Clery Act, now mandates that all student off-campus travel that involves an overnight stay be recorded in the Clery Act – Annual Security Report.

It is mandated that we have the **exact dates and location** (hotel/house, etc.) that any student stays at while participating in any University supported/sanctioned activity.

Please use the form for any travel that you take students overnight. This includes any overnight travel for conferences, retreats, meetings, or social activities.

The Student Off-Campus Travel Form

can be found on the Student Affairs webpage at:

<http://sites.laverne.edu/student-affairs/off-campus-travel-form/>

Please start using this form IMMEDIATELY for all your

OVERNIGHT student travel experiences.

Once submitted, a copy of this form will be emailed to:

1) the faculty/staff responsible for travel

2) the Dean of Students Office

3) Campus Safety and

4) Risk Management.

For travel sponsored by ULV Athletics, a copy of this form will also be emailed to:

1) Provost Office and

2) the Athletics Compliance Officer.

Travel organizers should note:

* All policies and processes, as listed in the [Code of Student Conduct](http://sites.laverne.edu/student-affairs/code-of-student-conduct/), are in effect during all University of La Verne sponsored travel. **Should an emergency occur while off-campus, Campus Safety should be contacted immediately (909) 448-4950.**