

Travel Frequently Asked Questions – for Faculty / Staff

1. **Why are Travel Waivers necessary?**
 - If information of the whereabouts of the trip (or other off-campus activity on behalf of the College) and who is attending is on record with Campus Safety the appropriate person(s) can be contacted quickly in the event of an emergency or accident and assistance can be provided to students, staff, and/or faculty.
2. **Where can the travel forms be found?**
 - Travel forms are available at: <http://www.whittier.edu/registrar/facultyresources> at the bottom of the “Forms” section within the “Academic Course Travel Information & Forms” section.
 - Travel forms can also be found on Moodle at: <http://orientation.whittier.edu/travelforms/>
3. **When and where should the forms be submitted?**
 - The [Activity / Travel Risk Matrix](#) on Moodle and on the Registrar’s website can assist in determining when and which forms are necessary.
 - **Travel forms must be turned into Campus Safety PRIOR to the trip occurring.** Campus Safety dispatch is open and available to assist 24/7 weekdays and weekends.
4. **What forms to use?**
 - The “[Student Activity Release Waiver](#)” is for every participant to fill out
 - All drivers must be listed and they must complete the appropriate sections on the waiver
 - The “[Travel Agenda Roster](#)” is for the coordinator the trip to fill out
5. **Do I have to fill out forms for every trip my class attends?**
 - If the same group of students are attending multiple trips simply note all the dates on one Student Activity Release Waiver and they can fill out only one form.
 - You will however have to fill out a Travel Agenda Roster for each location though you can print off the class roster and attach it.
6. **Do forms have to be filled out and submitted every time a student goes off-campus (i.e. work at a community site)?**
 - A travel agenda needs to be filled out for each new location
 - A student participant may be given one release waiver to be completed for all the trips of one course
7. **Are there different forms needed for when the students are carpooling or I am driving the students?**
 - If you or your students plan to drive student passengers for a College sponsored event you must complete the [American Driving Record \(ADR\) form](#) **annually** to authorize Human Resources to review your DMV record
 - Submit the completed ADR Form to Stephanie Hernandez in Human Resources **at least 3-5 business days** prior to trip, event, or other off-campus travel. You will receive an email informing you whether or not you are cleared to drive on behalf of the College.
 - The [American Driving Records Information](#) document explains more about the ADR form and process
8. **What does the College cover in terms of travel insurance?**
 - The College does not cover insurance claims for employees or students driving personal vehicles on college business. You are encouraged to rent cars and **get the additional insurance.**
9. **Who do I go to if I have specific questions about travel and travel forms?**
 - Please contact Fitz Smith at fritz@whittier.edu or (562) 907-4200 ext. 4903