

### Short Term and Domestic Travel

Name of Program or Event: \_\_\_\_\_

Name of Sponsoring Unit: \_\_\_\_\_

Sponsoring Unit Contact: \_\_\_\_\_

Dates of the proposed off campus travel: \_\_\_\_\_

Name and cell phone number of the Trip Coordinator: \_\_\_\_\_

**Description of Itinerary:** Include the mode of travel, including travel route for automobiles; flight numbers for air travel; places of lodging with address and phone number.

#### Emergency Guidelines for Students:

In case of emergency or incident of injury, criminal activity, property loss, disruptive participant, violation of trip rules or other unusual activity, the Trip Coordinator will contact the sponsoring unit contact person and report the activity. If neither are available, call University Police dispatch (406) 994-2121.

In case of an automobile accident:

1. If there are any injuries, call an ambulance. Most communities have a "911" system that would allow you to call a single number to dispatch all necessary emergency services.
2. Call the local police or highway patrol and report the accident.
3. Call the Trip Coordinator and the Sponsoring Unit contact. The Sponsoring Unit Contact is responsible for contacting the appropriate on campus officials and shall call Transportation Services if a university vehicle is involved, etc. If the contact is not available, call the University Police dispatch (406) 994-1212.
4. Make arrangements for the students' alternative travel.
5. Advise the designated university contact of what the plans are for each student.

6. Complete Incident Report ([insert link](#)). The person most knowledgeable about the incident should complete the report. If there are questions about filling out the report, contact Safety and Risk Management (406) 994-2711.