Acknowledgements

This handbook was created with the help and guidance of a number of offices on the Princeton University campus: Office of General Counsel, Office of the Dean of the College, Office of International Programs, Office of the Provost, Office of the Dean of Undergraduate Students, Office of Risk Management, Office of the Vice President for Campus Life, and the Pace Center.

Material in this handbook has been adapted from the Faculty Handbook for Summer Study Abroad Programs, Office of International Programs, Princeton University.
INTRODUCTION

This handbook is intended for undergraduate students leading a group of two or more undergraduate students\(^1\) on a trip requiring overnight travel inside or outside of the U.S.

Examples of trips that fit this model include:

- Break trips
- Club, intramural, instructional, or recreational athletic events
- Conferences and other off-campus meetings
- Research
- Civic and community engagement projects
- Student club/organization events
- Group internships

If you are leading a trip that does not fit any of the above models, please contact Amy Campbell, director of campus life initiatives, for clarification (amyc@princeton.edu).

This handbook will be updated regularly, and we welcome any suggestions for changes or ideas on how it can be made more useful for student trip leaders.

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\(^1\)In some cases, undergraduate students may lead a trip that includes both undergraduate and graduate students. The guidelines included in this handbook also apply to such trips.
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ESSENTIAL CONTACT INFORMATION

The trip leader’s first point of contact for domestic emergencies or other situations requiring immediate contact with Princeton administration is the Princeton University Department of Public Safety. In the event of an emergency during international travel, the first point of contact is International SOS.

Be sure to know the country’s outbound international dialing code before travel to that country.

<table>
<thead>
<tr>
<th>OFFICE/RESOURCE</th>
<th>PHONE</th>
<th>FAX</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBLIC SAFETY (available 24/7)</td>
<td>609/258-1000</td>
<td>609/258-1958</td>
<td><a href="mailto:psafety@princeton.edu">psafety@princeton.edu</a></td>
</tr>
<tr>
<td>INTERNATIONAL SOS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From U.S., Canada, Mexico, or Central or South America</td>
<td>+1-215-942-8226 (Philadelphia)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Europe, CIS (Russia and former Soviet Republics), Africa, or the Middle East</td>
<td>+44-20-8762-8008 (London)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Asia, Australia, or the Pacific Rim</td>
<td>+65-6338-7800 (Singapore)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY HEALTH SERVICES</td>
<td>609/258-3129</td>
<td></td>
<td><a href="mailto:uhs@princeton.edu">uhs@princeton.edu</a></td>
</tr>
<tr>
<td>Counseling and Psychological Services</td>
<td>609/258-3285</td>
<td></td>
<td><a href="mailto:uhs@princeton.edu">uhs@princeton.edu</a></td>
</tr>
<tr>
<td>SHARE (Sexual Harassment/Assault Advising, Resources, and Education)</td>
<td>609/258-3310</td>
<td></td>
<td><a href="mailto:uhs@princeton.edu">uhs@princeton.edu</a></td>
</tr>
</tbody>
</table>

2Public Safety is the University’s first point of contact for emergencies and other situations requiring immediate attention. Public Safety is open and responsive 24 hours a day, 7 days a week, and has the primary responsibility and resources to contact appropriate and essential administrative staff.
<table>
<thead>
<tr>
<th>OFFICE/RESOURCE</th>
<th>PHONE</th>
<th>FAX</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEAN OF UNDERGRADUATE STUDIES</strong></td>
<td>609/258-3055</td>
<td>609/258-3831</td>
<td></td>
</tr>
<tr>
<td>Kathleen Deignan, Dean of Undergraduate Students</td>
<td>609/258-5431</td>
<td></td>
<td><a href="mailto:kdeignan@princeton.edu">kdeignan@princeton.edu</a></td>
</tr>
<tr>
<td>Hilary Herbold, Associate Dean of Undergraduate Students (Disciplinary Matters)</td>
<td>609/258-3052</td>
<td></td>
<td><a href="mailto:hherbold@princeton.edu">hherbold@princeton.edu</a></td>
</tr>
<tr>
<td><strong>INTERNATIONAL PROGRAMS</strong></td>
<td>609/258-5524</td>
<td>609/258-1019</td>
<td><a href="mailto:sap@princeton.edu">sap@princeton.edu</a></td>
</tr>
<tr>
<td>Nancy Kanach, Senior Associate Dean of the College; Director, Office of International Programs</td>
<td>609/258-5524</td>
<td></td>
<td><a href="mailto:nkanach@princeton.edu">nkanach@princeton.edu</a></td>
</tr>
<tr>
<td>Luisa Duarte-Silva, Director, International Internship Program</td>
<td>609/258-2115</td>
<td></td>
<td><a href="mailto:lduarte@princeton.edu">lduarte@princeton.edu</a></td>
</tr>
<tr>
<td><strong>VICE PRESIDENT OF CAMPUS LIFE</strong></td>
<td>609/258-3056</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amy Campbell, Director, Campus Life Initiatives</td>
<td>609/258-3622</td>
<td></td>
<td><a href="mailto:amyc@princeton.edu">amyc@princeton.edu</a></td>
</tr>
<tr>
<td><strong>RISK MANAGEMENT</strong></td>
<td>609/258-3046</td>
<td>609/258-3448</td>
<td><a href="mailto:kebauer@princeton.edu">kebauer@princeton.edu</a></td>
</tr>
</tbody>
</table>
I. TRIP LEADER ROLE AND RESPONSIBILITIES

Trip leaders are responsible for the logistical and travel arrangements of the group’s program or project. Leaders must keep their Princeton sponsors informed about any concerns or challenges that develop before and during the trip that could affect the safety or well-being of the participating students and/or the overall integrity and productivity of the program/project. Any changes in itinerary or contact information must be immediately updated in the University Travel Database (http://www.princeton.edu/travel) and trip leaders must notify their Princeton-based sponsor. The University regards the trip leader as the primary contact for the group throughout the program/project.

Overnight travel to metropolitan New York City and Philadelphia is exempt from the travel database registration requirement.

In cooperation with the Princeton-based sponsor, trip leaders have the following responsibilities:

1. Knowledge of and access to essential contact information (see Essential Contact Information preceding this section).
2. Successful trip planning, including travel requirements, before and during the trip; finances; orientation; and attention to group cohesion/unity.
3. Knowledge of how to handle health and safety issues, including recognizing and responding to emergency and safety situations; documenting significant incidents; and being familiar with International SOS services.
4. Understanding University policies and procedures, including transportation; risk management; trip cancellation; and Rights, Rules, Responsibilities (see http://www.princeton.edu/pr/pub/rrr/08/home/index.htm).
5. The trip leader must register the trip in the University Travel Database and enter all travelers.

\footnote{The Princeton "sponsor" refers to the Princeton University entity supporting and advising this group.}
II. SUCCESSFUL TRIP PLANNING

Before the Trip

Travel Policies and Preparation

Trip leaders must:

☐ Ensure that any written materials describing the program/project/trip are reviewed by the sponsor prior to distribution to potential trip participants or other individuals.

☐ Select trip participants, if applicable.

☐ Register trip participants in the Princeton University Travel Database (http://www.princeton.edu/travel). All fields must be complete and correct for the Princeton Trip Administrator to approve the trip. Once the trip leader registers the trip on the travel database, including the net IDs of all travelers, each traveler will automatically receive an e-mail directing him/her to the registered trip and the page where their necessary forms are to be completed. Each traveler must complete:

* Terms and Conditions Online Form. This form must be completed by each student traveler as part of the University Travel Database registration.

* Travel Medical Profile and Consent for Care. This form is completed by each student traveler as part of University Travel Database registration. Leaders should bring and keep on their person the sealed envelopes containing copies of completed emergency medical information from all trip participants.

* Contact information: traveler and emergency contacts.

Failure to complete the above registration may result in the suspension of the group’s travel and future travel privileges.

☐ Coordinate trip preparation logistics.

* Pre-departure orientation (see below).

* Insurance for personal equipment. Trip participants may wish to purchase insurance for personal equipment taken on the trip, such as cameras, video equipment, laptops, etc. Before purchasing insurance, it is suggested that students check with their parent(s)/guardian(s) to determine if an existing homeowners’ insurance policy applies abroad and at the particular location where you will be staying.
FOR TRAVEL OUTSIDE THE U.S.

☐ Register group and trip participants with local embassy. Complete registration online at http://travel.state.gov.

☐ Ensure that all participants have the following before departure:

- Valid passport. Participants should make a scanned copy of their passport and e-mail it to themselves and the trip leader.
- Visa (if required). If the program is traveling to a country that requires a visa for entry or for stays over a certain number of days, trip participants will need to apply to the Consular Services of that country. Some countries require entry visas, even for short stays or for transit through one country to the next. The requirements will be country-specific, but you can obtain that information from the country’s consulate. You can find a list of most embassies at http://travel.state.gov.

Non-U.S. citizens may be required to apply for visas in cases where U.S. citizens do not need visas.

- Medical insurance that covers the participant while abroad. If not covered by the University’s Student Health Plan, students should verify that their family health insurance plan covers medical expenses in foreign countries. If it does not, students are required to purchase supplemental health insurance for travel abroad. Students should review their health plan’s claim filing procedures for coverage abroad and make sure they carry their health plan ID cards with them. It is also advisable for participants to scan health plan cards and e-mail them to themselves.
- International SOS card. Contact the Office of Risk Management at 609-258-3046 or e-mail kebauer@princeton.edu to obtain International SOS identification cards for all participants. You may also download the International SOS card through the link on the University Travel website at http://travel.princeton.edu/travel/sos/international-sos/contact. Enter membership number 11BSGC000022.
Pre-departure Orientation

Trip leaders must ensure, at a minimum, that all student participants receive the following information prior to departure. The orientation may be provided by the trip leaders in cooperation with the Princeton sponsor.

- Program/project overview, list of all students travelling in group, and detailed, up-to-date itinerary.
- Local contact information for leader(s), before and during the trip. This includes address, cell phone, on-the-ground partner contact, and any other relevant contact information.
- Costs and refund policy (if applicable).
- Funding information (if applicable).
- Outline of behavioral expectations.
- Emergency procedures and basic emergency information, such as the nearest local hospital/clinic and the phone number for emergencies (911 or the equivalent).
- Policies regarding use of cars and other modes of transportation.

Students traveling internationally are prohibited from renting or driving vehicles and motorbikes while on a University-sponsored trip (exception: Canada).

FOR TRAVEL OUTSIDE THE U.S.

The University will not support or sponsor a trip on the U.S. State Dept warning list (see http://travel.state.gov). The requirements and process for requesting an exemption to the University policy are detailed on the travel website, http://www.princeton.edu/travel.

- Review the U.S. Department of State recommendations for a safe trip abroad (see http://travel.state.gov/travel/tips/safety/safety_1747.html).
- Review relevant U.S. Department of State International Travel Information, including Travel Alerts, Travel Advisories, Country-Specific Information, International Travel Safety Information for Students, and Tips for Traveling Abroad (see http://travel.state.gov).
Review and share country-specific safety and health issues, including necessary immunizations and information about access to health care.

Contact Princeton University Health Services at 609-258-3141, uhs@princeton.edu, to arrange for a group health briefing (preferred method) or tell students to make appointments at University Health Services. Review UHS Travel Tips at http://www.princeton.edu/uhs/ih_Q_A_travel_tips.htm.

Encourage participants to make extra copies of all important documentation, specifically passports. Participants should scan their passport and e-mail it to themselves.

Review information about local laws, dress, and culturally appropriate behavior (including information related to gender roles, receptivity to public displays of affection, and attitudes about homosexuality).

Remind participants to check with their local banks regarding ATM accessibility and/or restrictions.

**During the Trip**

*Maintaining Group Cohesion*

The following are tips for trip leaders on keeping groups cohesive, unified, safe, productive, and happy.

- **Emphasize what participants should do, rather than what they should not do.**

- Emphasize that program/project activities take priority over personal interests. Discuss how personality conflicts can undermine the atmosphere of a program/project.

- Regularly remind participants to:
  - Be polite and listen to one another.
  - Respect each other, leaders, and local people.
  - Honor diversity and differences within the group.
  - Attack the problem, not people.
  - Look for compromises.
  - Be aware of stress related to group travel.

- Reinforce the concept of students as representatives of Princeton University. Participants should be reminded that while the consequences of poor behavior at Princeton usually reflect solely...
on themselves, their misconduct off-campus will be attributed to the entire group.

**Finances**

Trip leaders should:

- Discuss with sponsor, the program’s requirements for accounting of expenditures, including a presentation of receipts.
- Maintain clear, organized financial records.
- Prepare a complete and thorough final accounting (following sponsor requirements) of all expenditures associated with trip and project.
- Organize and retain all receipts for expenditures.
- Possess a credit card and/or have access to funds, in case of an emergency.

**III. SAFETY AND HEALTH**

**Safety**

Safety is a prime concern of all who are involved in University-sponsored travel. At all times, trip leaders are encouraged to:

- Be available 24-7 to respond to emergencies related to program/trip participants.
- Carry a cell phone.
- Be prepared to communicate via telephone, e-mail, or fax with Princeton University Public Safety and/or the appropriate campus office in the event of an emergency.

In addition to providing information about safety and emergency procedures in program materials and during orientations, the leader should consider the following guidelines to ensure safety:

- Anticipate potential safety issues, even if they seem unlikely, and work with the Princeton sponsor to develop contingency plans in advance.
- Stress that program participants should make you aware of any independent travel plans.
- Keep a list of phone numbers—including those of the local police, Princeton University Public Safety (609-258-1000), and, if you
are travelling internationally, local emergency services (the 911 equivalent) and the local U.S. embassy—with you at all times. (See Essential Contact Information.)

FOR TRAVEL OUTSIDE THE U.S.
- Register the group with the American embassy (see http://travel.state.gov).
- Encourage student travelers to keep their documents (passport, etc.) and a small supply of cash accessible (on their person). A photocopy of their passport should be kept separately from the actual passport and kept available as a scanned copy in an e-mail.
- Remind students to try to blend in by dressing as the locals do.
- Discourage students from discussing politics loudly and aggressively in public situations, especially in English.
- Encourage students to seek international news from a variety of sources, including local papers and news broadcasts and U.S. news sources.
- Review Pre-departure Orientation information.

Emergencies
As a trip leader, you may find yourself facing an emergency involving one or more participants. In the case of an emergency, you should be prepared to be on call 24 hours a day until the emergency is resolved. International SOS is the University’s primary resource and responder if you are travelling outside of the U.S. (See section on International SOS below.)

For these purposes, an emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of program participants. Emergencies may include incidents that are “newsworthy” and reach news agencies and cause alarm to parents or University administration.

Emergencies that meet this definition include:

- Physical assault.
- Disappearance, hostage taking, or kidnapping of a student.
- Robbery.
- Sexual assault or rape.
- Serious illness, physical or emotional.
- Psychological crisis
- Significant accident, injury and/or death of any involved participants or other individuals associated with the trip, such as those with the host institution, guides, and others.
- Hospitalization for any reason or length of time.
- Terrorist threat or attack.
- Local political, natural, or man-made crisis or disaster that could affect students’ safety or well-being.
- Infectious disease among participants or outbreak of an epidemic.
- Arrest or questioning by the police or other security forces.
- Crimes against a student.
- Crimes committed by a student.

Emergencies often require immediate response and merit thorough preparation. Work with your Princeton sponsor or the Office of the Vice President for Campus Life in planning a response to specific emergency situations.
In the case of an emergency, take the following steps:

1. Secure the immediate physical safety of trip participants, including calling 911 (or, if outside the U.S., the 911 equivalent) if appropriate.

2. For travel in the U.S. Contact Princeton University Public Safety at 609-258-1000 (psafety@princeton.edu). Public Safety should be contacted within two hours of discovery of a situation. Public Safety will immediately contact the Office of the Dean of Undergraduate Students, who will oversee:
   a. Contacting the sponsoring department/program/office.
   b. Calling participants’ emergency contacts.
   c. Handling media inquiries.

3. For travel outside the U.S. If you are outside the U.S., International SOS should be contacted before attempts are made to contact the University. Once SOS is contacted, immediately contact Princeton University Public Safety at 609-258-1000 (psafety@princeton.edu).
   - From Mexico or Central or South America, call +1-215-942-8226
   - From Europe, CIS (Russia and former Soviet Republics), Africa, or the Middle East, call +44-20-8762-8008
   - From Asia, Australia, or the Pacific Rim: +65-6338-7800
   More information on SOS can be found in the International SOS section below.

4. Notify student participants and host, if applicable.

5. Document the situation, including names of all people involved in the incident. Start a journal. Save copies of all e-mails. Take notes on all discussions.

Psychological Concerns. If guidance is needed regarding a student’s psychological status and/or the appropriate treatment, the leader may contact Princeton University Counseling and Psychological Services (CPS) at 609-258-3285 (Monday-Friday, 8:45 a.m.-4:45 p.m. EST). If calling outside of these hours, dial University Public Safety at 609-258-1000 and ask for the number of the counselor on call.
International SOS

International SOS is the University’s primary resource for, and responder to, emergencies and safety issues arising while students are travelling outside the U.S.

Student leaders should familiarize themselves with International SOS services. (See Appendix for a complete list of International SOS services.)

☐ International SOS provides Princeton travelers with quality health care and emergency assistance services 24 hours a day while they are abroad. International SOS services are designed to help with any medical, personal, travel, security, and legal problems that may arise. Call International SOS at any time to speak with a physician or security specialist about simple or critical matters.

☐ Carry the International SOS membership card with you at all times. Student travelers can get an International SOS card from the Office of Risk Management (609-258-3046 or e-mail request to kebauer@princeton.edu). The membership card includes the telephone numbers of the three major International SOS alarm centers. In the event of an emergency, call one of the phone numbers listed on the card. If you do not have a card, you can print one from the International SOS website: http://www.internationalsos.com.

☐ The Princeton University membership number is 11BSGC000022.

☐ To use any of International SOS’s medical or travel services, contact any alarm center by calling directly, calling collect, or calling the toll-free number. To ensure a prompt response when calling, you should be prepared to provide the following:
  • Your name, location, age, sex, and nationality.
  • Your International SOS membership number: 11BSGC000022.
  • The telephone number from which you are calling (in case you are disconnected).
  • Your relationship to the Princeton University employee or student (if the person calling is not the employee or student).
  • Name, location, and telephone number of the hospital, clinic, or treating doctor (when applicable).

Although members can contact any International SOS alarm center at any time, we recommend that in the event of an emergency, the closest lead alarm center be contacted.
Be sure to know the country’s outbound international dialing code before travel to that country and the procedure for making a collect call.

<table>
<thead>
<tr>
<th>If calling from:</th>
<th>Call alarm center in:</th>
<th>At this number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. or Canada</td>
<td>Philadelphia, PA</td>
<td>1-800-523-6586</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Call collect: +1-215-942-8226</td>
</tr>
<tr>
<td>Mexico</td>
<td>Philadelphia, PA</td>
<td>Call collect: +1-215-942-8226</td>
</tr>
<tr>
<td>South and Central America</td>
<td>Philadelphia, PA</td>
<td>Call collect: +1-215-942-8226</td>
</tr>
<tr>
<td>Europe, CIS (Russia and former Soviet Republics), Africa, or the Middle East</td>
<td>London</td>
<td>Call collect: +44-20-8762-8008</td>
</tr>
<tr>
<td>Asia, Australia, or the Pacific Rim</td>
<td>Singapore</td>
<td>Call collect: +65-6338-7800</td>
</tr>
</tbody>
</table>

**Documenting Incidents**

All emergencies should be documented as completely as possible and as soon as possible after they occur. Minor emergencies or incidents may not require implementing the full emergency/crisis protocol, but you must still document them thoroughly.

In documenting an incident, make note of the following:

- Date, time, and location of incident.
- Names of all participants involved.
- Names of all others present.
- How and when you learned of the incident if you were not present.
- Brief description of the incident.
- Brief description of your response to the incident.
- Names and contact information of any physicians, officials, or police involved.
- If a participant was injured or ill and received medical
attention, a description of the treatment and any recommended aftercare, including names of medication. 

- If a participant was incapable of making decisions (about medical treatment, for instance), explain who made those decisions.
- Notes regarding contact with participants’ parents and any Princeton University offices.

Princeton University Guidelines for Media Inquiries

Media contact may arise from a number of scenarios, including:

- Interest in the group’s presence in the local community and activities.
- If traveling abroad, interest in the University’s recruiting efforts in the region and admission policies.
- A local or international emergency that might affect the group’s activities.

The first scenario is a happy one. Enjoy the press that the group receives and do your best to be accurate during the interview. Take charge of the reporter’s presence on site by putting together an itinerary and alerting participants to the reporter’s presence. Allow participants to avoid the public eye if they wish.

The second scenario arises from increasing interest in the University’s international presence and initiatives. The reporter may ask about your individual experiences or opinions as a student in an attempt to present you as a spokesperson for the University’s administrative policies, but do not hesitate to redirect the interview and focus on the merits of your specific program/trip. Encourage the reporter to use online resources, if available, to learn about the University’s general policies.

The third scenario demands a much more disciplined response. If a participant is involved in an emergency, among your first actions will be to contact Princeton’s Department of Public Safety (609-258-1000). The string of events that follow from that phone call will include support and guidelines for media inquiries.

If contacted by the media during an emergency or incident and you have not been in contact with Princeton, please use the following statement:
“My responsibility is to the students on this program and Princeton University. Thank you for your understanding.”

You may be put in the role of de facto spokesperson. Do not release the name of students or speak on Princeton’s behalf without contacting Princeton Public Safety, which will put you in contact with the appropriate officials who will provide support and assistance in managing responses to media inquires.

IV. UNDERSTANDING UNIVERSITY POLICIES AND PROCEDURES

Trip leaders must familiarize themselves with, and convey to trip participants, the following policies and procedures for addressing specific situations and issues.

Transportation

IN THE U.S.

- Only students with approved driving records are permitted to drive other students while travelling for a group program/project. Review the following website: http://web.princeton.edu/sites/TreasurersOffice/RiskManagement/fleetsafetyguidelines.html.
- All students requesting driving privileges on or off campus for Princeton-sponsored and approved travel must fill out a Driver History Questionnaire and take an online exam and a road test (see http://web.princeton.edu/sites/publicsafety/FleetSafety.htm).
- If you are travelling by air, train, or bus, research the carrier’s reputation and consult with Risk Management (609-258-3046 or e-mail: kebauer@princeton.edu) if any previous questionable conduct is uncovered. In general, it is better to postpone an excursion than to travel with a questionable driver or under questionable conditions.
- Students may not drive or be driven in 15-passenger vans. Any group found using a 15-passenger van for any travel may be subject to disciplinary action, including the suspension of travel privileges for the group.

OUTSIDE THE U.S.

- Students traveling internationally are prohibited from renting or driving vehicles or motor bikes while on a University-sponsored trip (exception: Canada).
• If you are travelling by air, train, or bus, research the carrier’s reputation and consult with Risk Management (609-258-3046 or e-mail: kebauer@princeton.edu) if any previous questionable conduct is uncovered. In general, it is better to postpone an excursion than to travel with a questionable driver or under questionable conditions.

Student Conduct
All Princeton students participating in University-sponsored travel are expected to abide by the policies spelled out in Rights, Rules, Responsibilities (see http://www.princeton.edu/pr/pub/rrr/08/home/index.htm).

The University expects that students will act with a considerate regard toward others throughout the program. All student participants should be reminded that they are representatives of the University and should act accordingly.

FOR TRAVEL OUTSIDE THE U.S.
Students traveling abroad are expected to obey the laws of the country in which they are traveling.

Alcohol, Illegal Substances, Drugs
• University students are expected to know and abide by the legal drinking age of the country or countries that they are visiting.
• Regardless of local laws, all University policies regarding illegal substances (i.e., substances illegal in the United States) or drug paraphernalia apply to students on Princeton-sponsored travel. Students should be aware that criminal penalties for the possession, use, or distribution of illegal drugs may be more severe in foreign countries than in the U.S. (see Rights, Rules, Responsibilities, http://www.princeton.edu/pr/pub/rrr/08/home/index.htm).

Program Cancellation
The following outlines trip cancellation policy and procedures, including reasons a trip may be cancelled before and/or during the trip.

• A trip can be cancelled by the Dean of the College or the Vice President for Campus Life if the trip has not met the University’s
requirements for travel and/or there has been a significant deterioration in the safety and security conditions pertaining to the group’s travel arrangements or in the sector of the country or countries where travel is to occur.

- Safety and security conditions that might result in a trip cancellation include acts of war, terrorism, or wide-spread civil unrest; an outbreak of a severe or infectious disease; major disruption of public utilities or services; or natural disasters such as hurricane or flood.
- The decision to cancel a trip will take into consideration information received by the Office of Risk Management from in-country U.S. Embassy officials, the appropriate U.S. State Department Desk Officer, and other officials from U.S. agencies, NGOs, or officials at local colleges and universities.
- The University will not be responsible for the financial penalties resulting from program cancellation, so it may be prudent to consider flight insurance.

Liability, Risk Management, and Indemnification

Leading a program involves a variety of risks, with a diverse range of legal issues that can arise from these risks. The chance that an individual will take legal action against the University or any of its representatives is not great enough to deter leading a program. Nevertheless, measures should be taken to reduce risk and liability.

The University ordinarily will provide indemnification for a student acting reasonably within the scope of his or her responsibilities as a leader. Exceptions may include, but are not limited to, willful misconduct or intentional acts.

Full disclosure of risks reduces possible liability. In consultation with the Princeton sponsor and upon approval of the travel itinerary, trip leaders should disclose risks to participants in as much detail and as far in advance as possible. Participants need full information regarding the risks of an activity to make a truly informed decision about participation (see Terms and Conditions Forms in the Appendix).

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4Indemnification means the Princeton student will be held harmless and secured against loss, damage, or penalty to make restitution or compensation.
ODUS Letter to All Registered and Approved Student Travelers: Conditions and Consequences of Student Travel

This letter, from the Office of the Dean of Undergraduate Students, describes the conditions and consequences of student travel. This letter is posted on the University Travel website in the Traveler Responsibilities section.

Dear [Student Name],

Thank you for registering your travel with the University. As your trip is officially registered with Princeton, please consider the following information as it relates to our expectations of students who are representing, either formally or informally, the University while traveling domestically and internationally.

“Members of the University community are expected to act with respect for the safety, personal rights, and property of individuals and groups both within and outside the University, and in accordance with local, state and federal laws,” Rights, Rules, Responsibilities (2008 edition), page 8. Participants in any officially-sanctioned University trip or off-campus activity are expected to comply with University policies to the same extent as if they were on campus. Violations of policy, no matter where they occur, may result in disciplinary action and/or disqualification from future trips and activities.

Additionally, students are expected to abide by all laws and local ordinances of the town, state, or country they are visiting as well as the rules and policies of any hosting institution. If you have questions or concerns regarding the application of University policies while traveling, please speak with Dean Hilary Herbold of the Office of the Dean of Undergraduate Students.

We are confident that Princetonians will act respectfully and responsibly even while they are enjoying their travels.

Best wishes,

Office of the Dean of Undergraduate Students
Princeton University Health Services
Confidential
Travel Medical Profile and Consent for Care

After completion, give sealed envelope containing form to trip leader, if traveling with a group, or if traveling alone, keep on your person. Include up-to-date copy of immunizations history.

Name: ____________________________ M_____ F_____

Home phone: _________________

Parent/Guardian Cell Phone: ____________________________

Home Address: ____________________________

___________________________________________

___________________________________________

Date of Birth: _______/_____/_______

In Case of Emergency Notify:

1. Name: ____________________________
   Relationship to you: ____________________________
   Phone: ____________________________ Cell Phone: ____________________________
   E-mail: ____________________________

2. Name: ____________________________
   Relationship to you: ____________________________
   Phone: ____________________________ Cell Phone: ____________________________
   E-mail: ____________________________

Personal Physician:

Name: ____________________________

Phone: ____________________________

Address: ____________________________

__________________________________________
**Health Insurance:**

Company: ____________________________________________________________
Policy #: ____________________________________________________________
Group #: ____________________________________________________________
Phone: _____________________________________________________________
Address: ____________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Blood Type (if known): __________

Allergies and Drug Reactions:
(describe type of reaction)

Current Medications:
(include exact dosage and reason for medication)

Current Medical Problems or Health concerns:
(list ALL problems whether or not they affect your activity)
Past Illness/Hospitalizations/Surgery:
(list ALL significant past illness, and all hospitalizations and surgeries; give dates)

Have you ever had chickenpox?  Yes_______ No________

Reminders:

• Include an up-to-date copy of your immunization record. If you have a significant allergy or health problem, obtain and wear a MedicAlert bracelet (1-800-ID ALERT).

• If traveling with a group, inform your trip leader of any conditions that will restrict your activity or otherwise affect your ability to participate in this trip.

• Provide this form and your immunization record in a sealed envelope to your trip leader or if traveling alone, keep on your person.

• If traveling abroad, make an appointment with the Travel and Immunization Office of University Health Services (258-5357) to update immunizations and obtain travel health advice, preferably 3–6 months prior to departure.

Authorization:
I give permission for this form to be opened and provided to health care personnel in the event that I require medical care during this trip.

In the event that I am unable to give consent to medical care myself, I hereby give permission for my trip leader or his/her representative to consent to care for me, including medical and surgical treatment and hospitalization if necessary.

For travelers under age 18: I give permission for the trip leader or his/her representative to obtain and consent to care for my son/
daughter, including medical and surgical treatment and hospitalization if necessary, in the event that I cannot be reached in an emergency.

______________________________________  ____________________
Print Name and Class Year

______________________________________  ____________________
Signature   Date

Cell Phone ____________________  or  Landline___________________

Co-signature of parent or guardian if student is under 18 years of age.
Terms and Conditions of Participation in Princeton University
Sponsored Travel in the United States

I, _________________ (name) acknowledge and agree that this trip is not required by Princeton as part of my education. Furthermore, I acknowledge that I am a beneficiary of Princeton’s educational and sponsorship programs.

1. **Fees and Payments**: I understand that grant money received by me that is not used to pay for tuition or instructional materials is subject to tax and must be reported to the IRS as income.

2. **Emergency Medical Profile and Contacts**: In case of medical emergency occurring during my participation, I have provided the trip leader (if traveling with a group), my medical profile or if traveling alone will carry with me, a completed copy of my Emergency Medical Profile. I have completed the University Travel database site including entering my trip information and emergency contact information. (Departments may choose not to release funds until the database is complete.)

3. **Insurance**: I certify that my health insurance is valid for United States hospitalizations and physician care.

4. **Conduct**: I understand and agree to observe the laws of the United States and all applicable academic and disciplinary regulations. If I do not abide by applicable regulations, I acknowledge I will be subject to appropriate disciplinary actions, up to and including my premature termination of the trip, in which case I will return as soon as possible to campus or home, at my sole cost and expense.

I further understand and accept that while participating in the travel program/project I will remain enrolled as a degree candidate at Princeton University and, as such, I agree to adhere to the University’s standards of conduct as described in *Rights, Rules, Responsibilities*.

5. **Informed Consent**: I am aware that there are inherent risks in travel and I understand that the political and environmental situations differ from those at Princeton University. I have weighed the dangers inherent in travel and work outside of the Princeton University environment, the risks that may be presented to my own health and well being, and my personal desire to further my educational experiences by traveling in the United States. I have had the opportunity to ask questions which have been answered to my satisfaction. Nonetheless, I acknowledge that there may be additional factors that may not have been brought to my attention. I have concluded that the risks are acceptable and are outweighed by my desire to participate. I acknowledge that

{revised 08/27/08}
my participation is voluntary and is not required as part of my education at Princeton.

In consideration of Princeton University allowing me to participate and sponsoring the trip, I voluntarily assume all risks and, on behalf of myself, heirs and assigns, release the University from any claims arising out of my participation in traveling to _______________ _________________ (city, state) from _______________ to _______________.

THIS IS A LEGALLY BINDING DOCUMENT.

_________________________
Print Name and Class Year

_________________________
Signature

_________________________
Date

_________________________
Co-signature of parent or guardian if student is under 18 years of age
Terms and Conditions of Participation in Princeton University
Sponsored International Travel

I, ____________________, am a student at Princeton University. I plan to travel to
____________________ (name of country) from _____________ to___________
for _____________________________________________________________.

This trip is separate from/part of my formal education. Furthermore, I
acknowledge that I am a beneficiary of Princeton's educational and sponsorship
programs.

1. Fees and Payments: Attached is a complete budget including: all expenses
with a detailed accounting of funding sources both University and others. I
understand I am responsible for any tax implications.

2. Immunizations and health review: I certify that I have discussed my travel
plans with medical professionals and have obtained required immunizations and,
if necessary, medicine for the duration.

3. Emergency Medical Treatment Profile and Immunizations Record: As a
protection in case of medical emergency occurring during my participation, I have
provided the trip leader if traveling with a group, or will keep on my person, my
the medical profile form in a sealed envelope and an up-to-date copy of my
immunization record (may use yellow international certificate of vaccination form
or PUHS Immunization History).

4. Insurance and International SOS Card: I certify that my health insurance is
valid overseas for hospitalizations and physician care, and I have read the
information on the SOS website and obtained an International SOS card.

5. Conduct: I understand and agree to observe the laws of the country in which I
will be residing and all academic and disciplinary regulations. If I do not abide by
applicable regulations. I acknowledge I will be subject to appropriate disciplinary
actions, up to and including my premature termination of the trip, in which case I
will return as soon as possible to campus or home, at my sole cost and expense.

I further understand and accept that while participating in the travel abroad
I will remain enrolled as a degree candidate at Princeton University and,
as such, I agree to adhere to the University's standards of conduct as described
in Rights, Rules, Responsibilities.

6. Informed Consent: I am aware that there are inherent risks in travel and work
in international settings, particularly in developing countries. I understand that the
political and environmental and cultural situations in these countries differ from
those in my own country and the Princeton University environment. I understand
that these situations are unpredictable and may become volatile and dangerous, often within a very short period of time. I understand that in such circumstances evacuation may prove difficult or impossible.

I understand that foreign visitors should avoid situations that have the potential for becoming politically volatile or otherwise dangerous. I understand there are health risks. There are risks of travel as well, including risks associated with motor vehicles and poor driving conditions.

I have received and read the relevant U.S. Department of State Public Announcements, Travel Warnings and Consular information Sheets.

I have weighed the dangers inherent in foreign travel and work, the risks presented to my own health and well being, and my personal desire to further my educational experiences by traveling in foreign countries. I have had the opportunity to ask questions which have been answered to my satisfaction. Nonetheless, I acknowledge that there may be additional factors that may not have been brought to my attention. I have concluded that the risks are acceptable and are outweighed by my desire to participate. I acknowledge that my participation is voluntary and is not required as part of my education at Princeton.

In consideration for Princeton University allowing me to participate, I voluntarily assume all risks arising out of my participation in traveling to ____________________________ (name of country) from _____________ to____________.

Further, I have completed:

- Proposal form
- Term and Condition document
- Travel database registration
- Travel plan form

THIS IS A LEGALLY BINDING DOCUMENT.

________________________________________
Signature

________________________________________
Date

________________________________________
Printed Name

Co-signature of parent or guardian if student is under 18 years of age
INTERNATIONAL SOS: PROGRAM DESCRIPTION

International SOS is the world’s largest medical and security assistance company, with more than 3,000 professionals in 24-hour Alarm Centers, international clinics and remote-site medical facilities across five continents. International SOS is the leader in its field, ready to help you with all of your medical and security needs.

PROGRAM BENEFITS

Medical Services

- Emergency evacuation
- Medically-supervised repatriation
- Companion ticket
- Additional travel and accommodation arrangements after medical evacuation
- Repatriation of mortal remains
- Return home of minor children
- Medical monitoring
- Inpatient admission and identification of receiving physician
- Emergency and routine medical advice
- Pre-trip information on travel health issues
- Medical and dental referrals
- Outpatient referrals
- Outpatient case management
- Claims assistance
- Outpatient medical expense guarantee and payment
- Inpatient medical expense guarantee, cost review and payment
- Dispatch of medication and medical supplies

Travel Services

- Legal referrals
- Emergency message transmission
- Translations and interpreters
- Lost document advice
- Ground transportation and accommodation for accompanying family members
- Emergency personal cash advances

International SOS Clinics

- Access to International SOS clinics
Security Services

- Security evacuation assistance
- Online travel security information
- Access to security crisis center

INTERNATIONAL SOS: FREQUENTLY ASKED QUESTIONS

What is the role of International SOS?
International SOS provides Princeton University travelers and expatriates with worldwide quality health care and emergency assistance services 24 hours a day.

How can International SOS help?
International SOS provides you with peace of mind. One phone call connects you to the International SOS network of multilingual specialists for immediate help in an emergency. International SOS services are designed to help you with medical, personal, travel, security and legal problems when away from home. Call International SOS at any time to speak with a physician or security specialist about simple or critical matters.

How does it work?
Carry the International SOS membership card with you at all times. It includes the telephone numbers of the three major worldwide International SOS Alarm Centers. In the event of an emergency, call one of the emergency phone numbers listed on the card.

What do I need to do to use the program?
In order to utilize any of the medical or travel services listed under Program Benefits, contact any Alarm Center from anywhere in the world by calling directly, calling collect or calling the toll-free number.

To ensure a prompt response when calling, you should be prepared to provide the following:

- Your name, location, age, sex and nationality
- Your International SOS membership number: 11BSGC000022
- The telephone number from which you are calling (in case you are disconnected)
- Your relationship to the Princeton University employee (if the person calling is not the employee)
• Name, location and telephone number of the hospital, clinic or treating doctor (when applicable)

What if I have pre-trip questions about my travel destination?
In addition to calling the Alarm Center for any pre-trip questions you may have, you can access Country Guides from the SOS website. These comprehensive guides provide both medical and general travel advice, such as information on the standard of health care, how to pay for medical care, the availability of medications, safety of the blood supply, embassy/visa information, dialing code information, cultural etiquette and financial and voltage/plug information.

Do I need to activate my membership?
No, your membership is already active. Simply carry the card in your wallet at all times while traveling. Whenever you need service, contact one of the emergency phone numbers listed on the back of the card. You do not need to report specific trip dates to International SOS each time you travel.

Are my spouse and children covered under the International SOS program?
Accompanying spouses/life partners and dependents are covered when accompanying the University traveler on University-related programs or business.

What are E-mail Alerts?
You have the option to sign up for E-mail Alerts. You can choose to sign up for medical and/or security alerts. Medical alerts are issued when there is an unusual health risk that, in the opinion of the International SOS Medical staff, may negatively impact travelers or expatriates visiting a country. Security alerts are issued when International SOS Security professionals have identified a security risk in a specific country.

What do I do if my card is lost or stolen?
You can print it by visiting the International SOS website.

What if I need a doctor?
The International SOS Worldwide Alarm Centers are listed on the back of your card. Call the International SOS Alarm Center that is nearest to you for a referral to a doctor who speaks your language.
What if I need a lawyer while overseas?
Call the nearest International SOS Worldwide Alarm Center for legal referrals.

What if I need prescription medication?
If you require a prescription that a local physician cannot obtain, or you need to replace lost, stolen or depleted medication, International SOS will, when permissible by local law, send the needed medication to you.

What if I am hospitalized?
Call the nearest International SOS Worldwide Alarm Center. International SOS will immediately take steps to evaluate the care you are receiving and determine what actions must be taken to ensure your safe and speedy recovery.

What if local medical facilities are not adequate?
If you are hospitalized in an area where adequate medical facilities are not available, International SOS will obtain approval from Princeton University to evacuate you to a medical facility capable of providing the required care. A physician supervises evacuations and, when necessary, a medical specialist or nurse will accompany you during the evacuation. An air ambulance will be used when required.

What happens when I am released from the hospital and still need help?
When your condition is stabilized and International SOS has determined that it is medically advisable to bring you home or to a facility near your permanent residence, International SOS will again obtain approval from Princeton University and arrange the repatriation under medical supervision.

Will International SOS pay my medical bills?
If necessary, after approval from Princeton University, International SOS will guarantee and pay all costs associated with your medical care. International SOS will also medically monitor and evaluate your condition and ongoing medical expenses during your hospitalization. Either you or your health plan will be required to reimburse SOS or the University for any costs paid on your behalf.

In the event of death...
International SOS will render all assistance possible to obtain clearances and arrange transportation for the return of mortal remains.
What should I do in the event of a security emergency?
Contact International SOS, and a security specialist will assist you.

What is security evacuation assistance and coordination?
The International SOS Security Division will assist you in the event of threatening situations such as civil and/or political unrest, insurrections, revolution or similar situations by providing information, guidance and resources in the event personal safety and security can no longer be assured.

How do I access up-to-the-minute information about security alerts, warnings and the latest situations?
You can visit the International SOS Security Online website.