



## Transportation

### Travel by Vehicle

Please note that there are guidelines for trips made in both University-owned and personal vehicles for the purpose of University business. Please visit the Office of Insurance, Loss Control & Claims for more information about trips, driving privileges, and using University-owned vehicles at <http://inlocc.iu.edu>

#### Additional Student Use Requirements

- Apply for and obtain the appropriate approvals for the proposed travel.
- Be accompanied by an Approved University Employee if six or more students in a group.
- A student group requiring more than four vehicles for its trip must arrange for alternative means of transportation OR apply for an exemption of this rule from the Motor Pool and INLOCC. See <http://policies.iu.edu/policies/categories/financial/insurance-loss-control-claims/FIN-INS-07-who-can-use-university-vehicles.shtml>.

### To Reserve a Vehicle

One benefit affiliated with being registered with Student Life and Learning is the use of the vehicles in the Indiana University Motor Pool. Students may use a university vehicle if the student is part of a registered student organization and has obtained approval for travel in the furtherance of educational or group objectives.

You can charge rentals directly to your student organization account (SOA), if you have one. To reserve a vehicle at a discounted rate and ensure proper billing to your SOA, please visit [www.soa.indiana.edu](http://www.soa.indiana.edu) to access the reservation forms (choose the “References” tab). Organizations without an SOA can visit the Travel Management Services website at: <http://www.indiana.edu/~travel/>. Select the “Enterprise Campus Rental” link.

### **POLICY: Travel Overseas**

Any student organization that wishes to travel internationally must apply and obtain approval from the IU Office of Overseas Study. Your organization must show proof that you have an IU faculty or staff advisor who is currently employed by the University.



The organizer or organizing body for an activity involving IU students abroad must submit a proposal to the university-wide Overseas Study Advisory Council (OSAC). Activities requiring approval include programs open to all students, as well as opportunities facilitated for individuals, both credit and non-credit, academic and service programs. The Council's approval procedure helps to safeguard the health and safety of all IU participants. The process also serves to introduce best practices to all program organizers, including how to minimize risk.

Proposals are reviewed as they are received. Applicants are advised to do advance planning in order to allow sufficient time to complete all necessary arrangements both at IU and abroad.

Please refer to the Overseas Study Web site to review the Guidelines:

<http://overseas.iu.edu/policies/develop/proposal.shtml>.