

# Higher Ed Out of State Travel Tip Sheet

Updated 12/7/2021

Out of state travel can be a great experience for all if everything is planned well. Here are some things State Risk Management (SRM) asks you to do and consider:

- **Travel Insurance:** SRM encourages you to obtain travel accident insurance. SRM has secured travel policies available for purchase from Moreton and Co. The cost is very reasonable and well worth it. The Domestic Field Trip Summary explains coverage and who to contact to arrange purchase. Moreton and Co. needs to have a month notice at minimum. Find the Domestic Field Trip Summary here:
  - <https://risk.utah.gov/travel-insurance/>
- **Accommodations:** Assure appropriate security, and privacy when booking overnight accommodations. Hotel Rooms are more appropriate than hostels, private homes or home rentals.
- **Transportation:** Transfer transportation risk whenever possible. Use a common carrier (charter bus company) when going out of state. Or, if a small group, rent vehicles through the State Travel Office. They will use the State Contract with Enterprise which includes \$1,000,000 limit of liability coverage and damage waivers for the rental car. All drivers must take the SRM provided Defensive Driver Course before driving.
- **School Policy:** Follow all your established policies related to travel and purchasing.
- **Local Laws:** Follow all local laws and regulations, including those related to COVID-19, mask mandates, etc.

**Important:** The State Risk Fund provides liability coverage to employees and approved volunteers while performing their duties anywhere in the world as long as suit is brought in the United States. As a reminder, the Fund does not cover the student's liability.



division of  
**Risk  
Management**