

Travel (from 4-H PPMG)

Travel Requests

MSU Extension has transitioned to the new travel system, Concur. Concur is a travel and expense system that is meant to help streamline the travel process for Michigan State University. Travelers and travel arrangers will find their travel profiles, pre-trip requests, travel booking, receipt management, and travel expense reporting in Concur.

Anyone traveling on behalf of MSU as an employee or a volunteer and regardless if they are being reimbursed, needs to have a travel request completed.

If volunteers were to go to an out-of-state event on behalf of MSU, they would need a travel request.

Group Travel flowchart for reference:

<http://ctrl.msu.edu/download/travel/Group%20Travel%20Instructions.pdf>

Volunteers do not need to submit a travel request unless they are being reimbursed for travel-related expenditures such as mileage.

More information can be found here: https://www.canr.msu.edu/od/business_office/travel

Drivers

Staff (21 years of age or older) who are transporting youth on behalf of MSU Extension are required to have their driving record reviewed on an annual basis. This can be done at

<https://rmi.msu.edu/services/index.html>. 4-H staff members should then send the form to the Office of Risk Management and Insurance (riskmgmt@msu.edu), which will complete the driver check. All drivers are subject to a driver record check, which must be completed annually. Checks can take up to two weeks to be completed. This is a requirement and each staff member's responsibility to complete if they will be transporting youth. Please make sure that you have a driver's record on file prior to transporting youth on behalf of MSU Extension.

Verification of a valid driver's license and current liability insurance is required for any adult volunteer authorized to drive for Michigan 4-H Youth Development programs.

Employees driving a university owned-vehicle must:

- Have a valid U.S. driver's license.
- Be experienced in handling the type of vehicle requested.
- Have a satisfactory driving record.

The responsibility for enforcing these requirements rests with the local Extension staff person.

Detailed requirements for driving a university-owned vehicle can be found in the "Guidelines for Automobile Use" on the Manual of Business Procedures: <https://ctrl.msu.edu/comb/mbp35.aspx#rmi9>

Teens with a valid driver's license may drive themselves to 4-H events with parental permission.

However, they may not transport others on behalf of MSU Extension.

Overnight events with Michigan 4-H will utilize the standard parent/guardian release of responsibility form ("Pick-up/Drop-off/Commuter Form")

https://youthprograms.msu.edu/_assets/documents/Pick-Up-Drop-Off-and-Commuter-Form.pdf for all

participants who are authorized to commute independently, or be released to a specified adult other than the member's parent or legal guardian during the duration of the specified program.

Once approved, drivers should review and follow the Approved Driver Responsibilities found at:

<https://rmi.msu.edu/insurance/vehicleusage.html>

Charter Buses

Transportation Services has identified local bus providers that are interested in servicing and conducting business with Michigan State University. These companies meet the requirements for use of charter buses by MSU departments. If the University department wishes to obtain the services of a charter bus company not listed, please visit the [Department of Transportation](#) website to ensure the charter bus company has a "satisfactory" rating. Charter Bus Policies can be found at

<https://rmi.msu.edu/services/index.html>

Vehicle Restrictions

Use of 12- and 15-passenger vans for 4-H programming is prohibited. More information on vehicle restrictions can be found in the "Guidelines for Automobile Use" in the Manual of Business Procedures at: <https://ctrl.msu.edu/comb/mbp35.aspx#rmi9>

Transportation of Youth

MSU Extension expects youth and their families to arrange personal transportation to attend Extension-sponsored events and activities unless the county has secured or provided university-approved transportation, such as for exchange trips or group travel to events such as Exploration Days.

Adults cannot be in 1:1 situations with unrelated minors in vehicles. Extension staff members should not arrange for carpooling of program participants. However, it is understood that, in emergency situations, a staff person may need to provide transportation to a minor. When possible, obtain permission from the parent or guardian of the minor. When this is not possible, staff members should record the situation and inform their supervisor and the parent or guardian of the minor after the transportation occurs. Though MSU Extension staff members are required to have annual driver checks on file with MSUE Human Resources, transport of a minor should occur only under emergency situations.

In emergency situations when a volunteer must transport a minor, the volunteer should attempt to contact the parent or guardian of the minor as well as the 4-H program coordinator for alternative solutions and to obtain consent. If contact cannot be made, the volunteer must record the incident and share with a parent or guardian of the minor and the 4-H program coordinator after the transportation has occurred.