DOMESTIC TRAVEL WAIVER FORMAT INSTRUCTION

Waiver of Liability form supplied by our insurance carrier must be reviewed and completed by travelers in the college-sponsored domestic travel as identified in the Travel Policy.

*Please note that there are several items that you will need to insert into the document. The form must be reviewed by Administrative and Financial Services prior to distribution for signature. Waiver should be completed as follows:

*Title
  Insert Name of Activity
  Insert location of travel

*First paragraph
  Insert name of traveler
  Insert name of activity
  Insert location of activity
  Insert dates of activity (from/to)
  Insert where you will be staying

*Rules and Requirements:
  Specify policies and procedures/rules to be followed – either within the body of the waiver or by attaching an outline.

*Informed Consent
  Specify location
  Describe activities

*Assumption of Risk
  Specify name of activity
  Specify location
  Describe activities

*Upon insertion of this information, return a copy to Administrative and Financial Services for review prior to distribution to travelers.

Upon approval of Administrative and Financial Services, distribute waivers to travelers for review and completion as follows:
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Name of traveler should be inserted on every page.

Personal Belongings
Be sure to point out that the College is not responsible for loss of personal belongings or property as outlined. To be initialed.

Personal Medical Insurance (Initial One)
There is no college insurance for domestic travel. Travelers need to either provide proof of personal coverage, unless it is already on file with the College, or acknowledge that they are responsible for all expenses. Initial one

Medical Consent (Initial One)
Traveler needs to indicate whether they do or do not authorize and consent to medical services.

Certification of Fitness to Participate
Traveler needs to acknowledge that they are fit to participate.

Signatures
All travelers must sign the waiver.
Any travelers under age 18 must have the signature of the Parent or Legal Guardian.
The College official responsible for travel, needs to sign the waivers.

Completed Waivers
Completed waivers should be submitted to Administrative and Financial Services at least two weeks prior to the trip.

Advisors may want to take copies of waivers with them for individual medical information provided on the waiver.

Other
Be sure your department secretary and/or Divisional Vice President has a full itinerary with contact information should anyone need to be in contact with you.

Be sure to file a Trip Registration Form with Public Safety. Form can be found on the intranet under Administrative and Financial Services.

If you have any questions, contact Rita Graczyk in Administrative and Financial Services at rgraczyk@alb.edu or extension 7277.