



Policy Title

Personnel Traveling in Same Vessel Policy

Policy Number: GB01

Effective Date: April, 2017

Questions? Office of General Counsel

PURPOSE: This section should include reason or rationale for the policy.

This policy addresses the practical requirements for University of Indianapolis employees traveling together for business purposes. This policy endeavors to impose reasonable precautions against the remote potential of a serious accident occurring and any associated impact on the University.

REFERENCE DOCUMENTS/ RELATED INFORMATION:

List any other policies or information that should be cross referenced.

[Link to Travel Policy](#)

SCOPE: Who is affected by this policy or needs to read it?

All University Employees

POLICY HISTORY: Include any information about previous versions or whether this replaces an existing policy.

POLICY & PROCEDURE STATEMENT: State the policy here. The policy statement should include the principles of the policy: what is permitted or prohibited, what is required, or how issues will be handled. If viewers read only this section, they will know that the policy is and how it extends to the university. How-to procedures can be elaborated on in the Procedures section.

The following individuals are prohibited from traveling together on/in the same aircraft, watercraft, taxi, rental vehicle, personal vehicle, rail car, other commercial vehicle, or other modes of transportation:

1. More than three (3) members of the President's Cabinet.
 - a. As a further limitation to this rule, the following three (3) individuals are expressly prohibited from traveling together in the same vessel of transportation set forth above: the President, the Executive Vice President and Provost, and the Vice President, Treasurer, and CFO.
 - b. As a further limitation to this rule, the following three (3) individuals are expressly prohibited from traveling together in the same vessel of transportation set forth above: the President, the Executive Vice President for Campus Affairs and Enrollment Services, and the Vice President, Treasurer, and CFO.
2. Vice Presidents and Deans with overlapping responsibilities.
3. More than fifteen (15) employees of any rank or position.

No exceptions shall be granted for these requirements without the express written approval of 1) the President; 2) the Vice President, Treasurer and CFO; and/or 2) the Vice President and General Counsel so that consideration may be given to risk management best practices and the need to secure any additional insurance coverage.