Student Travel Matrix

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| --- | --- | --- | --- |
| **Trip Accommodation and/or Academic Space Usage Agreement** | **Student Trip Accommodation** | **Student Trip Accommodation** | **Clery Act Reportable Trip?** |
| Mines has a written agreement\* with the end provider for trip accommodations and/or academic space for use of the accommodations or space | The same accommodations are used in two consecutive years or more frequently | 1 night or more | **Yes** |
| Mines has a written agreement\* with the end provider for trip accommodations and/or academic space for use of the accommodations or space | You don’t anticipate using the same accommodation every year | 2 or more nights | **Yes** |
| Students arrange trip accommodations and/or reserve academic space and Mines has agreed to reimburse students for the accommodations and/or academic space | You don’t anticipate using the same accommodation every year | 2 or more nights | **Yes** |
| Mines sponsored trip | None | Day Trip | **No** |
| Student organized, host sponsored (host institution arranges accommodations) or private trips – no college agreements |  | 1. night or more | **No** |

\*The term agreement refers to when the institution has control of the space, that is for specific dates and time referred to in a lease, rental, or other type of written contract. (Clery Handbook 2-20)

Clery Travel Reporting Form: <https://www.mines.edu/compliance/school-sponsored-overnight-travel-form/>