

Clery Act Travel Reporting

Under the Clery Act, non-campus property includes rental properties and University sponsored trips to off-campus locations under certain circumstances. To comply with the law, a Clery Act Travel Form must be completed for ANY University sponsored off campus travel that includes the following requirements:

- UA students
- Sn overnight stay
- University control over the trip or program accommodation and any related academic space used in conjunction with the trip. **Control, as defined by the Clery Act, means that there is a written agreement (no matter how informal) directly between the University and the end provider for use of the space.**
- Controlled space other than lodging must be used in direct support of, or in relation to, the institution’s educational purposes and frequented by students. **Some examples of a written agreement include renting hotel rooms, leasing apartments, leasing space in a student housing facility or academic space on another campus and even an e-mail agreement for use of space free of charge.**

UAPD will request information from the locations local law enforcement agency to determine required reporting of Clery Act crimes (occurring during the trip period and at the University arranged accommodation and/or related academic space).

The matrix below is provided to assist you in determining your reporting responsibility. If you have any questions regarding your reporting obligations or need help filling out this form, please contact Paula Dorer at (520) 626-5660 or pdorer@email.arizona.edu .

Student Trip Matrix

Trip Accommodations and/or Academic Space Usage Agreement	Student Trip Accommodations	Student Trip Duration	Student Trip Form Required
The University has a written agreement with an end provider to use trip accommodations and/or academic space by 2 or more students	The same accommodations are used in two or more consecutive years	1 night or more	YES
The University has a written agreement with an end provider to use trip accommodations and/or academic space by 2 or more students	You do not anticipate using the accommodation every year	2 or more nights	YES
The University has a written agreement with a third party to arrange for trip accommodations and/or academic space usage.	The same accommodations are used in two or more consecutive years	1 night or more	YES
The University has a written agreement with a third party to arrange for trip accommodations and/or academic space usage.	You do not anticipate using the accommodation every year	2 or more nights	YES
University sponsored trip	None	Day Trip	NO
Student organized or private trips - no University agreements		1 night or more	NO