Attention UO Travel Coordinators!

Important Information about the Clery Act and Student Travel

The Clery Act is a federal law that requires schools to collect and report crimes that occur at certain types of locations, including crimes that may occur at student away-trips.

The UO Clery Coordinator collects student away-trip information from UO travel coordinators to meet Clery requirements.

Student travel must be reported to the Clery Coordinator if:

1. there is an agreement for lodging or other facilities (examples of agreements are rentals, leases, contracts or hotel reservations)
2. the trip is for educational purposes or a school-sponsored trip
3. the lodging or facility was paid for by UO

Trips that are not reportable:

- any off-campus travel that does not include an agreement for lodging or other facility
- day trips
- private homes
- faculty-only trips

What to report:

- name of the lodging or facility
- location (physical address, city, state, country)
- dates of stay

How this information is used:

Using the information you provide, the Clery Coordinator will request crime statistics from law enforcement agencies who serve these locations. These law enforcement agencies will then submit statistics for any crimes that occurred while the students were there. These statistics will be reported to the Department of Education and listed in the UO annual security report.

How to report:

- email or call the Clery Coordinator
- spreadsheet
- trip itinerary
- copy of the contract

Questions?

For more information please contact the Clery Coordinator: Monica Hildebrand, 541-346-0670, monicah@uoregon.edu