



OFFICE OF STUDENT LIFE OPERATING PROCEDURE

Departmental Procedure: SA-SL4 Club and Organization Travel Guidelines

CF Board Policy: 8.02

CF Administrative Procedure: 6.16, 8.02

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Revised By: M. McGee

Department: Student Life

Personnel Involved: Office of Student Life, Club and Organization Advisors, Students, Business Office

Person Primarily Responsible: Director of Student Life

Objective: To ensure appropriate paperwork is completed and steps followed for authorization of club/organization travel.

Procedure:

I. Prior to the Trip

A. Student Life Vehicles

- There are vehicles available for clubs and organizations to use for travel. In order to ensure that a vehicle will be available for a trip, a reservation must be made well in advance of the planned travel. The form for reserving the vehicles can be found on the CF portal under **Student Life and Student Club and Organization Resources**. Note that reservations are not final until the Office of Student Life has received the **Vehicle Reservation** form (SA-SL13) and a copy of the completed **Travel Approval and Reimbursement Request** including all required signatures. The vehicle reservation request should reach the Office of Student Life no less than 10 business days prior to the trip. See procedure SA-SL7 for more information on use of the vehicles.
- The vehicles accommodate the following number of passengers: Explorer, 5-7; old van, 12; new van, 15. Arrangements will be made based on length of trip and total number of students attending.
- If the vehicles are not available, note that the other options are renting vehicles from an approved agency, shuttle services or driving personal vehicles. If a personal vehicle is used, it is with the clear understanding that in case of an accident, the owner's insurance is primary.

B. Forms

- At least four weeks prior to any trip, the sponsoring club/organization advisor should begin to generate the **Travel Approval and Reimbursement Request** form. This form can be accessed on the Intranet under the forms section as well as on the Student Life page under Additional Resources. This must be filled out completely following the instructions that go with the form. Upon completion of the form, the traveler should save a copy on the computer and print out a hard copy along with backup documentation. Once all approval signatures are acquired, forward it to the Office of Student Life. The form will be logged in, reviewed, signed and logged out to the vice president for Student Affairs and Enrollment Management. Signature pages will be copied and returned to the Office of Student Life for the files. The forms will be sent to the Business Office for processing.

If students are traveling, an **Off-Campus Field Trip and Student Activity Request** form (SA-SL3) must be filled out. This can be found on the Student Life portal page under travel. This form is for any/all student groups that are traveling and **must accompany the original Travel Approval and Reimbursement Request** form. This form includes information about the trip as well as the student names and identification numbers. This will be reviewed and approved by the Office of Student Life and routed with the original form. Copies will be made and remain in the Office of Student Life.

- For athletes, the paperwork will be housed in the main Athletics Office.
- If students will be receiving money for meals, the **Student Activities Student Meal** form (SA-SL6) must be turned in with the travel packet. This form includes the student's name, student identification number, and a place for students to sign that they have received their cash, and the amount received. The number of meals is entered into the spreadsheet and the total amount will be calculated. (Checks will be made out to advisors, who will distribute to students.) If a student does not attend and a check has already been cut, it is the responsibility of the advisor to return the money to the cashier's office. The receipt will be turned in with the closing travel paperwork.

C. Student Travel

- Students must sign a **Code of the Road** (SA-SL25), **Consent and Release for Off-Campus College Student Activity** form (SA-SL2), and an **Emergency Contact** form (SA—SL11) for each trip that is taken. **This must be kept with the advisor until the trip is completed.** Note that students under 18 must have a signature from a parent/guardian. A copy of these forms should also remain on campus in case of an emergency.
- Students must give advance notice of the intended absence, within guidelines set by the individual instructor, in order to have the opportunity to prepare assignments and make up or avoid missing a test. Attendance at authorized off-campus student activities (such as student organization meetings or athletics) is permitted to count toward class attendance or approved absence on the instructor's class records.
- No student may participate in a college-sanctioned and financially supported activity/event unless accompanied by a member of the faculty, staff or administration (advisor). An exception to this guideline will be allowed when a student is elected or appointed as an officer of a state or national board. In this case, the student may travel without college supervision to any meetings or workshops scheduled for the board, and the college may reimburse the student for travel expenses.
- Students traveling on their own must complete a Travel Approval and Reimbursement Request form for record keeping purposes.
- For a trip taking place after the semester is over if you have a student who has graduated, they must sign a waiver indicating that they will be responsible for their own actions on the trip and that the college is not responsible for them. Contact the Office of Student Life for an example of such waiver.
- If a student is unable to attend a conference when fees have already been paid, it will be understood that they student will be responsible to reimburse the club/organization for any nonrefundable costs. If they are unable to cover expenses, the club may vote to use fundraising dollars to cover costs.

II. The Day of Travel

A. Student Life Vehicles

- Keys for the vehicles are available in the Office of Student Life. When picking up keys, a copy of your driver's license will be made to be attached to the **Vehicle Reservation Form** that was submitted to the Office of Student Life. This will be practice for each driver of the vehicles.
- Drivers must be full- or part-time employees of the college. **Note that at no time may a student drive a college vehicle.**

- There are emergency roadside assistance kits located in each vehicle should they be needed.

Be aware that a vehicle inspection must be done prior to travel and will be completed with an Office of Student Life staff member when picking up keys.

B. Forms

- Have students sign the **Code of the Road** form and take it with you on the trip.
- The advisor must take the signed **Consent and Release for Off-Campus College Student Activity** form on the trip. A copy of all three forms listed here should also be left on campus, preferably with the staff assistant in the office of the advisor.
- **Emergency Contact Information** form (SA-SL11) must be completed prior to travel.

C. Student Travel

- Students may be approved to drive their own vehicles on planned trips, but this **must be approved by the appropriate advisor**. If students are approved to drive, **the advisor must inform them of the following**:
 - They will receive no reimbursement for this mileage (unless voted on by the club).
 - They (and their insurance) assume the risk and liability if anything were to happen while driving.
 - Students may ride with one another, but the driver assumes all risk and liability for passengers.

III. During the Trip

A. Advisors

- The advisor has the responsibility to act as a reasonable and responsible advisor during the travel period to protect the physical and mental welfare of the students attending the trip. The advisor shall inform the students what is expected of them while on the trip.
- In case of an emergency:
 - Call 911 if necessary.
 - Contact the Office of Student Life and your direct supervisor.
 - Follow up with an incident report upon return.

IV. Following the Trip

A. Student Life Vehicles

- Upon return from a trip, ensure that the vehicles are in the same condition in which they were found. If vehicles do not come back clean, clubs will be charged a cleaning fee out of their budget. **The vehicles must come back with a full tank of gas.** It is recommended that this be done by filling them up by using the college gas card (can be picked up prior to travel with the cashiers; must bring a copy of your approved travel with you) or paying up front for fuel with approved reimbursement.
- Cleaning supplies will be available in the Office of Student Life upon return, if necessary.
- The advisor will personally return the keys and paperwork to the Office of Student Life by 4:30 p.m. on the day they return. If they arrive after 4:30 p.m. or on a weekend day, the keys may be returned to the Office of Student Life during the next business day. A post-trip inspection must be completed with an Office of Student Life staff member at this time.

B. Forms

- **Within one week** of return from a trip, the advisor must complete the “actual” portion of the **Travel Approval and Reimbursement Request** and forward it along with supporting documentation to the

Office of Student Life. Be sure that the signed **Student Activities Student Meal Form** (SA-SL6) is turned in with the follow up travel to support the meal expenses. The form will be logged in, reviewed, signed and logged out to the appropriate vice president for approval. Signature pages will be copied and returned to the Office of Student Life for the files. The forms will be sent to the Business Office for processing necessary reimbursement. Expenses for the advisor will be covered by club/organization funds.

- The **Code of the Road, Consent and Release for Off-Campus College Student Activity and Emergency Contact Information** will be kept on file with the advisor.
- Copies of completed travel packets will be filed in the Office of Student Life in club/organization files.

V. End-of-Year Travel

- If a club or organization is using a college vehicle to take an end-of-the-year trip, this would be considered a college-sanctioned trip and the appropriate travel paperwork must be completed. For any trip to be considered college sanctioned, the travel work must be completed. Note that 02 and 06 monies can be used for this type of trip. As with any spending of 06 monies, minutes must be presented to back up the expenses and appropriate receipts turned in after the trip.
- If this is more of a casual trip (such as meeting for dinner or driving to the beach in separate cars) – this can be considered a nonsanctioned trip and each individual would be held responsible for their own actions. 06 monies can be used for this, but again appropriate minutes and receipts must be turned in. 02 monies cannot be used for a trip that is not college sanctioned. No travel paperwork would have to be completed for this type of trip. **It must be clearly understood by advisors and students that the college is not responsible for a trip taken in this manner.**
- For trips taking place after the semester is over if you have a student who has graduated, they must sign a waiver indicating that they will be responsible for their own actions on the trip and that the college is not responsible for them. Contact the Office of Student Life for an example of such waiver.

VI. Local In-District Travel

- If a club or organization is representing the college off site (e.g.: participating in community services, etc.), no travel paperwork is necessary if you are meeting at the location. However, student should still complete the three forms listed in Section II, B. Advisors should also notify their supervisor or appropriate Student Life staff of the activity.