



## 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

Effective Date: 12/11/06

Revised Date: 9/1/22

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.



## 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 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

