



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Travel – Student Activities	
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Date Approved: 07/31/01 Date Revised: 05/12/11	Division: Student Affairs

STUDENT ACTIVITY TRAVEL

The College requires that the following procedures and guidelines be followed when participating in sanctioned travel by a student organization or club.

A. Guidelines:

- A list of students who plan to participate and an itinerary must be submitted to the Office of Student Life outlining the dates, destination, cost, and other travel requirements. (This should be included in the travel information and forms.)
- 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 workshop scheduled for the board and the College may reimburse the student for travel expenses.
- It is not expected that the advisor pay the cost of his/her trip. If the organization decides to pay the expenses of the advisor, this agreement should be placed in writing (minutes from a club meeting are preferred). The agreement should be signed by both parties and be on file in the Office of Student Life. Should club funds not cover the advisor's cost of the trip, a request for funds may be made from the Director of Student Life (please call and submit a written request).
- Students must complete a *Consent and Release for Off-Campus College Student Activity* and the *Code of the Road* if they attend an off campus function. The club advisor must complete the *Travel Approval and Reimbursement Request and the Off-Campus Field Trip and Student Activity Request* form and submit names of all students with appropriate travel forms. It is the responsibility of the club/organization advisor to maintain a record of the *Consent and Release for Off-Campus College Student Activity* and the *Code of the Road*. Paperwork for student activity travel requests must be submitted to the appropriate administrators for approval a minimum of four weeks in advance of the trip in accordance with Office of Student Life procedures (*Club and Organization Travel Guidelines*). If a student has not turned in these forms, he/she will not be permitted to travel.

- Method of travel to a College sponsored activity will be determined by the club/organization advisor with approval by the appropriate Vice President and the Vice President for Student Affairs. The advisor may choose to reserve a College vehicle, rent a vehicle from a commercial agency, and/or allow student(s) to drive personal vehicles. Club funds may be expended for College vehicles, vehicles from commercial agencies, and College employees' personal vehicles. No gas mileage reimbursement will be provided to students driving personal vehicles. Employees may be hired by the College to drive College vehicles and/or vehicles from commercial agencies. (NOTE: In the event a rental vehicle is engaged to transport students, all available insurance must be purchased.) Only College employees, including student employees, will be permitted to drive College-owned, rented or leased vehicles.
- If College faculty, staff or administration and authorized persons who choose to drive a personal vehicle, it is with the clear understanding that in case of an accident, the owner's insurance is primary. Only College employees, including persons hired by the College to drive vehicles, may drive a College owned or rented vehicle.
- Attendance at authorized off-campus student activities (such as student organization meetings or athletic events) is permitted to count towards class attendance or approved absence on the instructor's class records.
- 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 tests.
- Faculty members are expected to establish non-punitive policies toward attendance at such College-sponsored off-campus student activities such as student organization meetings or athletic events.

B. Procedures

To complete the *Off-Campus Field Trip and Student Activity Request* form, follow the step-by-step instructions below:

General Trip Information

- Date the request
- Provide the name of advisor/sponsor (NOTE: A separate *Travel Approval and Reimbursement Request* form is required for each advisor accompanying the group.)
- Identify the group traveling.
- Provide the date(s) of the trip.
- Indicate estimated departure time from campus.
- Indicate estimated return time to campus.
- Briefly describe the purpose of the trip.
- Indicate if College transportation is requested (A *Vehicle Reservation* form is required for each College vehicle being used.)
- Provide location of completed, filed release forms (name of department).
- Indicate total number of students traveling.

List Name(s) of Participating Student(s) Below

- Provide name(s) of student(s) participating in the student activity in the space provided or attach a separate list.

Request Approvals

1. Off-Campus Field Trip and Student Activity Forms: **(Intercollegiate sports teams are exempt from this procedure).**

- a. Have club advisor sign and date the form and forward to appropriate department supervisor (if applicable) for approval.
- b. Have appropriate department supervisor sign and date the form (if applicable) and forward to the Director of Student Life.
- d. Forward to Vice President for Student Affairs for final approval.

NOTE: The *Off-Campus Field Trip and Student Activity Request* form must accompany the *Travel Approval and Reimbursement Request* form (see below).

2. Travel Approval and Reimbursement Request Forms: Complete as required by the travel department, including Request for Payment forms for any items to prepaid (transportation, meals, lodging, registration, etc.):

- a. Have club advisor sign and date the form and forward to appropriate department and/or division supervisor for approval. All advisors traveling must complete the Travel Approval and Reimbursement Request forms and submit as a complete travel packet.
- b. Have appropriate department supervisor sign and date the form (if applicable) and forward to the Director of Student Life.
- d. The Director of Student Life will sign and forward to the Vice President for Student Affairs for final approval.
- e. The Vice President for Student Affairs will indicate final approval by signing and dating the form and forwarding to the Business Office for processing.

NOTE: The Business Office will maintain approved copies of form.

Vice President, Student Affairs

Date

Approved by President

Date