

Interim Academic Affairs Student Travel Guidelines

January, 2007

1. For non-required group travel without overnight stay;
 - Report name of sponsoring faculty, names of students traveling, destination, and purpose of travel to VPAA Office at least two days before departure
 - Students must sign release forms. Send forms to VPAA Office.
2. For non-required group travel with overnight stay:
 - Same as Item 1 plus lodging information and return date.
 - Indicate flight information if airline travel is involved.
3. For required group travel without overnight stay:
 - At least two days before departure, report name of sponsoring faculty, names of students, destination, purpose of travel, and mode of transportation to VPAA Office.
 - Students must sign release forms. Send forms to VPAA Office
 - If traveling more than 70 miles one-way with a group of ten or more, College vans must be used.
 - If traveling more than 70 miles one-way with a group of ten or more in winter months (December, January, February), commercial transportation (bus or mini-bus) must be used. Cost of commercial transportation is the responsibility of sponsoring unit or organization
 - Indicate flight information if airline travel is involved.
4. For required group travel with overnight stay:
 - Same as Item 3 plus all lodging information and return date.
5. It is not necessary to report departmentally sponsored informal student gatherings at local restaurants, etc.
6. Students traveling to student teaching or internship sites must sign release forms prior to beginning their assignments.

Please note this statement in the APAP:

“The faculty member who sponsors a field trip and any accompanying chaperon(s) are completely responsible for the conduct and welfare of all members of the group from the time of departure to the time of return, although various circumstances may warrant special consideration” (310.9)