

Policies and Regulations

NEPN Code: JJH-R/STI

Students

Student Travel

Basic Travel Guidelines

All student travel will follow these basic guidelines:

- Student participation in travel activities is optional.
- Travel will not adversely affect or be detrimental to the student or academic program.
- All student travel will be under the direction of a Southeast Technical College supervisor. A Southeast Tech employee will serve as the key supervisor and will be responsible for the overall trip. Other Southeast Tech employees, employee spouses, advisory committee members, industry representatives, Southeast Tech alumni, and/or Southeast Tech students will serve as additional supervisors as needed. All Southeast Tech student travel must be chaperoned by at least one Southeast Tech employee except with the approval of the Vice President of Student Affairs and Institutional Research.
- The proposed travel itinerary will be feasible within the time allotted.
- Overall travel costs and student individual costs will be reasonable.
- Recreational travel will be confined to weekends, holidays or vacation periods.
- Southeast Tech employees may not receive compensation for school sponsored trips from sources other than Southeast Tech except for reimbursement of expenses.
- The opportunity for student participation will be in compliance with Southeast Tech's non-discrimination policies.
- The application of rules of student conduct as outlined in the Southeast Tech Catalog will apply to student travel.
- Students will sign code of conduct, medical emergency, and waiver/release forms.

Travel is divided into two categories:

1. **Day Trips** Day trips are student trips of one day or less. Plans for day trips will be presented to the President or designee for review and approval two weeks in advance of the trip to provide opportunity to review transportation, supervision arrangements, costs and budget limitations and to arrange qualified substitutes where necessary. If the travel is part of an approved course syllabi, a one week notice is required.

The following guidelines apply to day trips:

- Waiver/release forms from each student participating in the trip must be on file as a prerequisite for participation. If a student is under 18, this waiver must also be signed by a parent or guardian.
 - Instructors must have a written plan in place that provides educational alternatives with adequate supervision for non-participating students.
 - Trips may require a student participation fee to defray travel costs.
 - Fundraising opportunities may be provided for those students wishing to help defray the costs of the trip.
 - Expenses for meals or other items may be borne by the participant.
 - When commercial vehicles are used, a supervisor must ride in each vehicle.
 - Commercial transportation, if used, should be provided by the School District's contracted carrier. The District's Travel Office should be advised of alternative transportation arrangements if applicable.
 - When appropriate, a supervisor will make arrangements for meals before the trip begins.
 - When private vehicles are used, the supervisor will verify that drivers have a valid driver's license and proof of liability insurance.
2. **Overnight Trips** Overnight trips are student trips of at least overnight duration. Overnight trips of three school days or less require the President's approval and must be submitted two weeks in advance of the trip date. Overnight trips of more than three school days require the approval of the President, and must be submitted three weeks in

advance of the trip date. All international travel requires President, Superintendent and School Board approval.

When transportation, lodging and meal expenses are paid by the school, reimbursement to vendors will be made in accordance with District policy.

Final travel arrangements should be confirmed after travel approval and prior to departure.

Related Policies/Regulations:

- DAA/STI / DAA-R/STI – Evaluation of Fiscal Management
- DIA/STI / DIA-R/STI – Accounting System/Trust & Agency Funds
- DJ/STI / DJ-R/STI - Expenditures
- DK/STI / DK-R/STI – Payment Procedures
- DKC/STI / DKC-R/STI – Expense Authorization/Reimbursement
- JJE/STI / JJE-R/STI – Student Fundraising Activities
- JK/STI / JK-R/STI – Student Discipline

STC Policy		Board Action:
approved:	6/10/96	28510
revised:	8/14/06	34504
revised:	6/22/09	35423
reviewed:	2/22/10	35627
reviewed:	10/28/13	36752
reviewed:	08-05-15	ST00058