

*Procedures*

Date: July 25, 2022

Subject: Student Travel

## Procedures for Policy 2205

### 1. College-wide and campus travel

The sponsor of the student travel (e.g., director or associate director of student centers, campus deans, student organization advisors, academic deans or faculty, or grant program directors) is responsible for ensuring compliance with these procedures.

College-wide funded student travel and travel to athletic events are under the purview of the VPSA.

Campus-sponsored academic and student activities are under the purview of the respective campus director or associate director of student centers.

In all cases, the Dean of Student Life and Conduct or the VPSA shall review and approve or deny requests for travel by students.

### 2. Chaperone Expectations

**2.1. Day travel and field trips** – A full-time or part-time employee shall accompany students on college-sponsored travel that leaves and returns on the same day.

**2.2. Overnight travel** – The following chaperone requirements apply specifically to overnight travel.

- At least one (1) full-time employee chaperone shall accompany every student group for overnight college-sponsored travel. When the number of traveling students exceeds 14, the Dean of Student Life and Conduct or the VPSA shall determine the appropriate number of full and part-time employee chaperones that will be required.
- For travel, the lead chaperone shall be determined by the Dean of Student Life and Conduct or designee. The designated lead chaperone shall have overall responsibility for the group and shall:
  - Ensure they have the office, cell, and home phone numbers of the Dean of Student Life and Conduct or VPSA.
  - Ensure that students and chaperones travel together (i.e., on the same flight or in the same vehicle(s), stay at the same hotel). In the event that participants in the trip must travel by separate means

(e.g., more than one vehicle or flight), the number of chaperones traveling by each transportation means shall be proportional to the overall ratio of chaperones to students. Exceptions shall be requested and must be approved by the Dean of Student Life and Conduct or VPSA prior to travel.

- Retain signed copies of all forms that are required for travel, with the exception of the [Budget and Pre-Approval Form \(BPA\)](#).
- Provide a travel itinerary (including all offsite activities) to the students and Dean of Student Life and Conduct. The itinerary shall include the name, address, and phone number of the hotel, times of departure and expected return, and flight information, if applicable.
- Ensure that any advance per diem funds received for the travel have been disbursed to the students prior to departure. All students receiving funds shall sign a [Per Diem Receipt Form](#).
- Remain at the conference or other travel site from the student group's arrival through its departure and ensure that all other travel chaperones remain at travel event.
- Provide students with the chaperone's expectations regarding curfew and travel behavior, in writing, prior to the travel.
- Ensure that a parent or guardian of students under the age of 18 signs the Assumption of the Risk and Student Travel Contract forms.

**2.3. All student travel** – On all student travel, chaperones shall abide by the following requirements.

- Be familiar with the college's [Code of Student Rights & Responsibilities](#) as published in the Student Handbook. This policy and its procedures will be reviewed with the participating students prior to traveling.
- Ensure that all forms required for the travel have been completed accurately and approved by the appropriate administrator(s).
- Based on the significance of the event, use best judgment to determine when to report incidents involving traveling students or chaperones to the Dean of Student Life and Conduct or to the VPSA. Reportable incidents include, but are not limited to:
  - all injuries or illnesses;
  - required hospitalization or medical treatment;
  - theft, vandalism, or any other criminal activity;
  - emergency response and rescue;
  - stress and psychological issues; or

- legal and liability issues that may arise.
- Notify local police or emergency response, Dean of Student Life and Conduct, VPSA, student emergency contact(s), if any student(s) are absent without permission. In the event that one or more students are absent without permission, the lead chaperone will consult with the Dean of Student Life and Conduct or VPSA to determine the status of the remainder of the travel.
- Consult with Dean of Student Life and Conduct or VPSA when a student has violated Conduct Guidelines to determine if a student should be required to leave the travel event and how the student will be transported to the College.

### **3. Student Expectations**

Students are representatives of TCC whenever they participate in any college-sponsored travel and are expected to abide by the college's Conduct Guidelines as published in the Student Handbook. Alleged violations of policy, procedure, or conduct expectations shall be addressed through appropriate due process procedures when students return to campus. To promote a safe and secure travel experience, students shall:

- Read all materials provided by the chaperone(s) related to travel policy and procedures.
- Assure that all required paperwork related to the travel has been completed accurately and submitted.
- Understand and comply with the conduct guidelines regarding the possession of weapons, alcohol, or illegal drugs during the off-campus event including travel time.
- Behave in a manner that is respectful of the rights and well-being of others.
- Notify the chaperone(s) of any special needs or concerns that may impact travel.
- Report any concerns or issues to the chaperone(s).
- Abide by all oral and written instructions provided by the chaperone(s).
- Remain at the premises of conference, workshop, etc. unless departure is accompanied by a chaperone.
- Remain with the student group and chaperones at all times unless departure is accompanied by a chaperone.
- Understand that students shall be responsible for any expenses that are incurred during the travel.
- Sign the Student Travel Contract and return to lead chaperone.

- Understand that students who violate the Conduct Guidelines may be asked to leave the travel event and return funds received from the travel advance. The amount of the funds to be returned shall be determined by the lead chaperone and the Dean of Student Life and Conduct or VPSA. If the funds are not returned, the lead chaperone shall notify the Business Office to place an obligation on the student's account that will prevent the student from all services from the College. This procedure is in accordance with the Policy on Receivables and Collections 4203.

#### 4. Travel Forms

4.1. [Request for Off-Campus Student Travel](#) – The Request for Off-Campus Student Travel form shall be completed by the sponsor for day travel and field travel of less than 50 miles (one way) not involving overnight lodging. The Dean of Student Life and Conduct or VPSA shall approve the request prior to the travel and maintain a copy of the request.

4.2 [Budget and Pre-Approval Form \(BPA\)](#) – The BPA shall be completed by the travel sponsor or full-time employee chaperone for students who are traveling 50 or more miles (one way) from the campus or for any travel requiring overnight lodging. Each chaperone shall complete an individual BPA and submit to their supervisor. If more than three employees or students are participating in the same trip, this information shall be included in the BPA.

4.2.1 In accordance with TCC Financial Services Procedures Manual, No. 43.700 Travel Procedures, a travel advance to cover reimbursable student expenses may be issued only to a full-time employee travel chaperone.

The travel chaperone should refer to the section on Students Attending Conferences in the Travel Procedures for detailed information regarding travel expense advances for students.

The travel sponsor or lead chaperone shall submit the BPA to the Dean of Student Life and Conduct. The Dean of Student Life and Conduct shall submit the approved BPA and memo to the campus Business Office. The approved BPA and memo must be submitted to the Office of Fiscal Services at least five (5) working days in advance of when the check is needed.

If college-wide funded, the BPA and memo shall be submitted to the VP for approval. Once approved, the BPA and memo shall be submitted to the Office of Fiscal Services at least five (5) working days in advance of when the check is needed.

4.2.2 Students who violate the Conduct Guidelines and are required to leave the travel event may be required to return advance travel funds to the College. The lead chaperone, Dean of Student Life and Conduct, or

VPSA, will make the determination if advance travel funds should be returned to the lead chaperone, who will document the amount returned in the [Travel Reimbursement Claim form](#). If the funds are not returned, the lead chaperone shall notify the Business Office to place an obligation on the student's account that will prevent access to college services. This is in accordance with the [Policy on Receivables and Collections 4203](#).

- 4.2.3** The lead chaperone shall be responsible for obtaining the required receipts. Upon return, the chaperone shall submit a Travel Reimbursement Claim form in the Travel Workbook for those expenses paid from the advance. If the travel advance is greater than the actual expenses, Accounts Payable will first payoff the advance and issue a check for the remainder to the chaperone. Failure to provide the required documentation of expenses and return any excess cash will obligate the employee to the college. If the obligation is not satisfied within 30 days of returning from the trip, the balance will be deducted from the employee's paycheck.
- 4.3** [Assumption of the Risk Form](#) – Students participating in college-sponsored travel, including day travel and field trips, shall be required to complete a waiver and release Assumption of the Risk Form verifying that they understand and accept the risks involved in participating in the travel activity and that they assume responsibility for their behavior. The signature of a parent or legal guardian is required for students under the age of 18. The Assumption of the Risk Form may be used to cover one (1) academic year and cover all travel within that year. The Assumption of the Risk Form shall be submitted to the sponsor and be maintained by the sponsor for three (3) academic years.
- 4.4** [Student Travel Contract](#) – Students traveling off-campus shall complete the Student Travel Contract and submit the completed form to the travel sponsor who will maintain it for three (3) academic years.
- 4.5** Student athletes participating in intercollegiate athletic events shall be required to complete a waiver and [Assumption of the Risk Form](#) release verifying that they understand and accept the risks involved in participating in the athletic activity and in any associated travel and that they assume responsibility for their behavior. The Assumption of the Risk Form may be used to cover one (1) academic year and cover all travel within that year. A signature of a parent or legal guardian is required for students under the age of 18.
- 4.6** [Travel Incident Report Form](#) – In the event that an emergency or crisis arises during the college sponsored travel, including any of the reportable situations identified in 4.1.3 above, the lead chaperone shall complete and submit a Travel Incident Report to the Dean of Student Life and Conduct and VPSA no later than one (1) day after returning to the college from the travel. A detailed summary of the incident may be required.

## 5. Vehicle Travel

To promote safety and comply with insurance coverage, students and chaperones who participate in college-sponsored travel shall use college vehicles, a public commercial carrier hired by the college, or other public transportation. Exceptions for travel for less than 50 miles one-way can be made by the Dean of Student Life and Conduct or VPSA. If transportation is provided by the college, chaperones and students are required to ride in the provided vehicle. The following guidelines for vehicle travel shall be followed:

- Only approved college employees (full- or part-time) who hold a valid driver's license are permitted to operate college vehicles. For this purpose, a work- study student is not considered a college employee. A copy of the driver's license shall be provided to and on file with the vehicle custodian prior to checking out the vehicle.
- The operator is responsible for understanding and abiding by all applicable motor vehicle laws, such as those summarized in the [Virginia Driver's Manual](#).
- The operator is responsible for understanding and abiding by the Tidewater Community College [Fuel Credit Card policy](#).
- The operator is responsible for ensuring the vehicle's recommended passenger capacity is not exceeded.
- The operator shall limit the use of college vehicles to official business.
- Unattended parked vehicles shall be locked at all times.
- The lead chaperone shall assess weather conditions at both the departure point and destination and along the planned travel route and suspend the travel when conditions are deemed hazardous. If the college is closed due to inclement weather, the departure travel shall be canceled or postponed. In the event that the college is closed due to inclement weather and the travel group is out of the area, the lead chaperone shall consult with the Dean of Student Life and Conduct or VPSA before beginning the return travel.
- All passengers shall wear seatbelts at all times while in the vehicle.
- No alcohol or illegal substances shall be consumed or transported in the vehicle. Smoking is prohibited in any vehicle used for student group travel, whether a state- or privately-owned vehicle.