
Subject: Student Travel

1. Purpose.....	1
2. Policy.....	1
3. Responsibilities.....	1
4. Procedures.....	1
5. Definitions.....	1
6. References.....	2
7. Review Periodicity and Responsibility.....	2
8. Effective Date and Approval.....	2
9. Review and Revision History.....	3

1. Purpose

Tidewater Community College (TCC) is committed to enhancing students' learning opportunities through a variety of activities that may require travel away from the college and to ensuring the safety and security of students on such college-sponsored trips. This policy establishes the guidelines and responsibilities for all travel that involves TCC students.

2. Policy

Student travel shall not be permitted unless procedures and responsibilities delineated in this policy are followed. The types of activities and events covered by this policy include, but are not limited to, course-related field trips, athletic events, sponsored student organizational or college departmental activities, grant-sponsored travel, and meetings where a student is officially representing the college or a college-sponsored student organization or club.

3. Responsibilities

The Vice President for Student Affairs, hereafter referred to as VPSA, in consultation with the Vice President for Administration and Chief Financial Officer, is responsible for developing and maintaining procedures that are consistent with this policy.

4. Procedures

Procedures for this policy are located on the website.

5. Definitions

Campus-sponsored travel – travel that is sponsored by an approved area on a campus and includes only students whose campus of academic record is listed as the

sponsoring campus.

Chaperone – TCC employee(s), both full- and part-time, who accompany students on college-sponsored student travel.

College-wide funded travel – travel that is funded by college-wide student activities or from another college-wide funding source, such as a grant.

Field trips – one-day educational trips for the purpose of first-hand exploratory observation sponsored by an academic or career-related program.

Lead Chaperone – chaperone who assumes the primary responsibility for the student travel event.

Sponsor of student travel – the academic division, approved student organization, grant-funded project, athletics office, or other approved areas that request college-sponsored student travel.

Student travel – includes, but is not limited to conferences, field trips, curricular and co-curricular activities and events, travel related to grant programs, athletic events, and travel that is required by a faculty member or sponsored by an approved college organization.

6. References

[TCC Policy 4306 – Vehicle Fuel Credit Card](#)

[TCC Policy 4305 – Travel](#)

[Virginia Driver's Manual](#)

[Commonwealth Accounting Policies and Procedures \(CAPP\) Manual – Topic 2035 State Travel Regulations](#)

[Code of Student Rights & Responsibilities](#)

7. Review Periodicity and Responsibility

The VPSA shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This revision to the policy is effective upon its approval by the College President on July 25, 2022.

Policy Approved:

Procedure Developed:

Marcia Conston, Ph.D.
President

Karen Campbell, Ph.D.
Vice President for Student Affairs

9. Review and Revision History

The initial version of this policy was approved on June 28, 2012.

- Revision 1 corrected the position titles based on the current organizational structure.

Revision 1 approved on October 27, 2016 by President Edna V. Baehre-Kolovani, Ph.D.

- Revision 2 corrected the position titles based on updated organizational structure

Revision 2 approved on July 25, 2020 by President Marcia Conston.