

Student Travel Guidelines and Checklist for Registered Student Organizations Lone Star College-North Harris - Office of Student Life

Planning student travel can be very time consuming. Proper planning and preparation are the keys to making student travel run smoothly while following established college policies and procedures. This checklist is NOT intended to be an exhaustive list of what might be required, but to help to assist you in the most common student travel situations. The student travel policy is found in the LSCS Policy Manual under VI.D.1.08 (www.lonestar.edu/student-welfare-rights.htm). The forms noted below can be found at www.lonestar.edu/risk-management-forms.htm).

___ Meet as a group to plan your trip. Think about the following and work out all of the details before proceeding with the process.

- Who will be included in the trip?
- When are you planning your trip? Is there enough time to complete the travel process?
- Where are you planning to go?
- What are you planning to do there?
- How does this trip help us to meet the mission and goals of our organization?
- What is our budget for this trip?
- How are you getting there (coach bus/rental vehicle/carpooling/driving individually)
- What are the potential risks involved?

___ If any of the following apply, travel paperwork is required:

- The trip is further than 25 miles from the campus where the organization is located
- The trip is funded by LSCS (whether it be club funds or other institutional dollars)
- The trip will include transportation in a vehicle owned or rented by LSCS
- The event is required for organization members
- The event is a conference or something similar, where participants are representing LSCS

Purely social, non-required events within 25 miles of the campus where the organization is located, where no college funds are being spent, do not require travel paperwork.

___ At least one advisor must be present for the entire duration of the trip. A good guideline is to have one advisor for every 10 student participants.

___ Complete ORM-T-2013-01 (TR1) Approval of College Sponsored Student Travel. An advisor will need to complete this form. It is best to do this at least 4 weeks in advance, to allow time to complete all procedures/approvals. This should be brought to Dan Mitsven in Student Life, to route the form to the VP Student Services and VP Administrative Services for signatures. Once completed, Student Life will notify the advisor(s) of the trips status (approved or denied). No money should be spent or guaranteed for the trip prior to receiving approval on this form.

___ Once the trip has been approved, you can move forward with planning. For travel where the college is pre-paying non-refundable expenses (airfare, conference registrations, admission fees, etc.), Student Life recommends that advisors require students to sign a Statement of Commitment and Behavior form. This is not an official LSC form, but helps to clarify expectations and to prevent students from backing out of trips after expenses have been paid. Samples are available in Student Life.

___ If travel is being arranged by the college, this needs to be done early. Johanna Boley must approve all vehicle rentals in advance. Drivers must be on the college's approved driver list. To get on the list, they must complete form ORM-T-2013-09 Request to Operate Motor Vehicle. This can take some

time to get through, so planning at least a month in advance is necessary. If the College is providing transportation and a student opts to drive himself/herself or ride with someone else, there is a Student Travel Waiver and Hold Harmless Agreement that each student will need to complete. The form is available in Student Life.

- ___ All air travel for Registered Student Organizations is booked by Dan Mitsven in Student Life. If air travel is involved, it is best to research the best flights in advance and let Dan know when you need to depart and return, and to/from which airports. He will need the following from all travelers: name as it appears on driver's license or passport, gender, date of birth. You may also want to include seat preference (aisle, middle, or window), and an attempt will be made to meet that request.
- ___ If students are carpooling, it is important to remember that students cannot ride in personal vehicles with faculty/staff (or vice versa). Organization advisors should let students handle carpooling on their own. The advisor must, however, give student participants a map to the destination and an itinerary of activities.
- ___ Complete ORM-T-2013-02A Trip Plan and Trip Roster Combined. An advisor will need to complete this form.
- ___ Each student participant must complete and sign form OGC-S-2009-10 (TR4) Participant Release and Indemnification Agreement. It is best for the trip planner to type in as many of the details about the trip as they can before printing the form to give to student participants to complete and sign. This keeps the forms consistent and avoids confusion.
- ___ The following forms must be completed and submitted ALL TOGETHER to Dan Mitsven in Student Life at least 5 business days before the travel is to occur: Approval of College Sponsored Student Travel, Trip Plan & Trip Roster Combined, Participant Release and Indemnification Agreement (from all student participants), Student Travel Waiver and Hold Harmless Agreement (if applicable).
- ___ Once the travel is approved, an advisor needs to set up a Travel Authorization in iStar. To do this, log into iStar and follow this path: Self Service – Travel and Expense Center – Travel Authorization – Create. For each expense, the employee should use the club/org budget number. Once completed, the supervisor for the person submitting the form will need to approve.
- ___ Expenses on the trip should be paid with an LSCS T&E card (or ProCard if that's all the employee has). If no advisor participating in the travel has a T&E card or ProCard, then they will need to get a temporary T&E card. The forms to get a card can be found on the Employee Intranet. If Student Life funds are being used, Dan Mitsven will need to sign the forms.
- ___ After trip expenses are posted, the advisor will then need to reconcile expenses associated with the trip in the Trip Authorization. Sharun Cooper in Student Life can help you with this process.
- ___ If any incidents occur on the trip (i.e medical issue, vehicle accident, behavioral concern, etc.), they must be documented in form ORM-T-2013-06 (TR6) Incident Report. If there is a medical issue or accident involving any college employees during travel, Ruth Hutyra in Human Resources must be notified immediately.
- ___ If there are any questions about the process, please contact Dan Mitsven or Sharun Cooper in the Office of Student Life. Safe travels!