

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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STUDENT TRAVEL  
Procedure 7-03 (E)  
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Effective July 1, 2010

(1) GENERAL

- (a) All college-sponsored Student Travel must have a designated employee travel coordinator or coach who is responsible for leading and/or coordinating the student travel pursuant to college policies and procedures.
- (b) All college-sponsored student travel other than student inter-collegiate athletic travel outside of the college's four-county service district (Franklin, Delaware, Union, and Madison) requiring an overnight stay or with expenses other than mileage must be pre-approved by the appropriate Cost Center Manager, Dean of Student Life, and a Cabinet member.
- (c) All student inter-collegiate athletic travel during the regular season of play including pre-season warm-ups or tournaments, regular games or meets which requires college-sponsored transportation for student-athletes, must be pre-approved by the appropriate Cost Center Manager, Student Activities and Athletics Director, and the Dean of Student Life.
- (d) All inter-collegiate athletic travel to post-season district, regional and/or national championship tournaments must be pre-approved by the appropriate Cost Center Manager, Dean of Student Life, and a Cabinet member.
- (e) Commuting expenses between the student's residence and the departure location are not reimbursable under any circumstances.
- (f) Third party funding may be used to supplement student travel activities with proper documentation and pre-approval by the appropriate Cost Center Manager, Dean of Student Life, Cabinet member, and Grant Representative.

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- (g) For the employee travel coordinator, guidelines on meal allowances are found in the Employee Travel and Reimbursement Policy and Procedures 9-06 and 9-06 (A). Student meal allowance will be made on a case-by-case basis in conjunction with the appropriate Cost Center Manager, Dean, and Cabinet members.
- (h) For international travel students are responsible for any additional documentation that may be required.
- (i) Students on college-sponsored travel are subject to disciplinary action by the college for violations of the Student Code of Conduct. The accompanying Travel Coordinator is authorized to maintain good order during the trip. If student behavior is found to be in violation of the established expectations or otherwise considered to be detrimental to or incompatible with the interest, harmony and welfare of the College, host entities, other students, or the community, interim sanctions may be administered by the Travel Coordinator after consultation with the Dean of Student Life or designee. These sanctions may include but are not limited to, limitations on participation or expulsion from the program and immediate return home at the student's expense and no refund of fees).

Upon returning to the campus students will be subject to due process procedures under the Student Code of Conduct for the actions that allegedly took place on the trip. For students who are determined to be responsible, disciplinary sanctions may be administered for misconduct which occurred during the trip.

- (j) Student travelers are responsible for unforeseen expenses not covered or otherwise disclosed on the approved Student Travel Request Form and accompanying documentation. Exceptions may be made on a case-by-case basis as approved by the appropriate Cost Center Manager, Dean of Student Life and a Cabinet member.

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- (k) The employee Travel Coordinator who incurs extraordinary expenses as a result of unforeseeable or unavoidable situations must request reimbursement per Procedure 9-06(A) (1) (f).
  
- (l) A sudden illness or a family emergency prior to departure may result in a student needing to cancel their travel. It is recommended that all student travelers purchase trip insurance to insure against potential loss. The student remains responsible for any costs pre-paid by the college. The college assumes no obligation to make refunds to students in the event a trip is cancelled, postponed, or altered. Deposits made pursuant to a tour agency's written policies may be non-refundable.
  
- (m) There may be times when it is necessary to end a travel program early or cancel it completely. Such decisions are made when it has been determined that a particular travel site has become so dangerous and unpredictable that the College believes the risks to students are unacceptable. Examples of such situations include but are not limited to occasions where:
  - the site is experiencing a period of exceptional political and/or civil unrest that is unlikely to be resolved or may worsen in the immediate future.
  - the site has experienced a major natural disaster.
  
- (n) Prior to departure, students shall provide 24/7 emergency contact information to the college.
  
- (o) In case of emergency, family members may call Public Safety at 614-287-2525 for further direction 24 hours per day, seven days per week.
  
- (p) Personal expenses including but not limited to annual or late fees for credit cards, alcoholic beverages, or loss or theft of personal cash or property will not be reimbursed.

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(q) Request to Travel

- a. The employee Travel Coordinator or Coach must initiate a request for student travel on the Student Travel Request Form. The Employee Travel Coordinator must also submit an employee Travel Request Form for him/herself if traveling with students. Coaches do not have to submit a separate request and are included with the Student Athletic Team Travel Request.
- b. On all travel request forms, travelers must provide their birth date and legal name as it appears on a driver's license, state identification, or other picture id, for the purpose of booking airfare.
- c. Registration-only requests may be made using the Registration Fees Form.
- d. The appropriate Employee Travel Coordinator and Cost Center Manager will work in conjunction with Business Services to make necessary travel arrangements as needed.
- e. Students are strongly advised to carry health insurance during the term of travel. Students electing not to carry health insurance must sign a waiver of liability form prior to travel.
- f. A copy of the list of student travelers, travel itinerary, appropriate waiver forms and emergency contact information must be filed with the Dean of Student Life Office and Public Safety prior to the date of travel by the employee Travel Coordinator. Emergency contact information for student travelers will be carried by the accompanying Travel Coordinator during travel.

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(r) Payment and Reimbursement

a. The college will provide prepayment for student travel for the following:

- (i) Registration fees.
- (ii) Application fees.
- (iii) Hotel accommodations.
- (iv) Airfare.
- (v) Chartered transportation.
- (vi) Meal allowances as stated in (1) (G) above.
- (vii) Other as pre-approved.

b. Reimbursement for student group travel expenses

(i) The employee Travel Coordinator or Coach must submit a Student Travel Expense Form for any expenses not covered in (3) (a) within 30 days upon return from travel and be paid from funds allocated in the fiscal year that the travel occurred. The employee Travel Coordinator or Coach must attach all receipts (including e-tickets with confirmation number) and itinerary for commercial transportation. Approval of the Student Travel Expense Form must be made by the Cost Center Manager and a Cabinet member.

(ii) Consistent with the Ohio Ethics Commission (see <http://ethics.ohio.gov>), employees or coaches may not accumulate frequent flyer miles or other reward points resulting from business travel. Employees and coaches are expected to take an active role in preventing the posting of frequent flyer miles or other rewards points to their account.

*New Procedure*