



Policy Number: 300.5
Policy Title: Student Travel
Subject: Section 300 – Student Affairs
Date Adopted: November 22, 2016
Date(s) Revised:

Approved by:

A handwritten signature in black ink, appearing to read "D. Bingham", is written over a horizontal line.

Daniel J. Bingham
Dean/CEO
Helena College University of Montana

POLICY STATEMENT:

Helena College recognizes that events and activities will enhance the student learning experience and seeks to promote safe travel beyond the boundaries of its campuses by students and recognized student organizations. All Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations; with Board of Regents' policies and procedures; and with The University of Montana's policies and procedures.

PROCEDURES:

Student travel is considered college-sponsored if any travel expenses are being covered by Helena College. Student travel is considered academic if it directly pertains to a course. All other college-sponsored student travel is considered non-academic.

All academic student travel must be approved by the Associate Dean of Academic Affairs. All non-academic college-sponsored student travel or any travel utilizing student club or student government funding must be approved by the Assistant Dean of Student Affairs. Academic student travel utilizing student club or student government funding must be approved by both the Associate Dean of Academic Affairs and the Assistant Dean of Student Affairs.

Helena College will not assume liability or responsibility for participants of any trip that is neither college-sponsored nor academic. Students taking trips that are not college-sponsored and/or academic must be informed of that fact in advance. Faculty or staff who violate policy may be subject to disciplinary action, up to and including termination of employment.

All participants in college-sponsored and/or academic travel must comply with state statute regarding employee travel and Helena College, University of Montana, and Board of Regents policy. The faculty/staff member leading travel should utilize the **Student Travel Procedures Checklist** to ensure such compliance.

Prior to making any travel arrangements for college-sponsored and/or academic travel, the faculty/staff member leading travel must request approval via the **Appendix 1-Trip Request** and **Request and Authorization to Travel (RAT)** including, if applicable, any request for per diem advance. These documents must be submitted to the Business Office with copies provided to the Assistant Dean of Student Affairs (for both academic and non-academic student travel) and the Associate Dean of Academic Affairs and Division Chair (for academic student travel). The RAT may be a single blanket form for all participants unless individual per diem advances are requested. Per diem will be paid individually to participants, and advances are issued at 80% of the requested amount if the total advance exceeds \$50. (*Examples: Request \$80 x 80% = \$64, advance would be issued. Request \$60 x 80% = \$48, advance would be denied.*) Advances must be requested at least 3 weeks prior to travel.

Academic student travel may be a course requirement or elective. Course requirements for academic travel must be stated in the syllabus with the date, destination, and duration listed. Information communicated to students should include cost, schedules, departure locations, and route. All academic field trips (both required and elective) must specify learning goals and objectives for the travel, justification for the chosen destination, and how learning goals will be completed by those students who are unable to travel due to legitimate reasons.

Students must receive clear and consistent written notification itemizing any pre-requisites and requirements.

If the destination is more than 35 miles away:

- A faculty/staff member must accompany any college-sponsored and/or academic trip;
- The faculty/staff-to-student ratio must fall within a reasonable range;
- All members of the party must travel to and from the destination together. There will be no additions, late arrivals, or early departures from college-sponsored and/or academic travel unless a specific exception is made by the supervising faculty/staff member with prior approval by the Associate Dean of Academic Affairs (if academic) or Assistant Dean of Student Affairs (if non-academic) or if an emergency situation arises requiring that a participant be separated from the group.

Students are not allowed to drive Motor Pool or Helena College vehicles unless those vehicles are part of their program (i.e., Fire and Rescue driving firetrucks, etc.) without prior authorization from the Assistant Dean of Fiscal and Plant.

At least two weeks prior to departure, the faculty/staff member leading travel must submit the following packet to the Business Office with copies provided to the Assistant Dean of Student Affairs (both academic and

non-academic student travel) and the Associate Dean of Academic Affairs and Division Chair (for academic student travel):

- a **roster** with names of all faculty, staff, and student participants;
- an **Appendix 2-Student Agreement** with emergency contact information completed by each participating student;
- and an **Appendix 3-Travel Itinerary** completed by the faculty/staff member leading travel.

Incomplete or unsigned packets will be returned to the faculty/staff member leading travel.

Exceptions to the paperwork submission deadline may be approved by the Associate Dean of Academic Affairs on a case-by-case basis to allow for incidental, time-sensitive learning opportunities that may arise.

Enrolled students with health conditions that may not meet the criteria for travel should be cleared for travel by their family doctor. Students with special needs will be responsible for the cost of supplies and additional insurance for those needs.

Faculty/staff members leading travel must ensure a first aid kit is readily accessible as activities warrant. Leaders should identify participants with current first aid/CPR certification who are willing to use their skills in case of emergency.

The use or presence of alcohol is strictly prohibited during any college-sponsored and/or academic activity without PRIOR approval from the Dean/CEO and must conform with the Student Code of Conduct and Montana Board of Regents Policy 503.1, Alcoholic Beverages. All participants (faculty, staff, and students) are expected to conduct themselves in a manner consistent with the policies and values of Helena College. Participants who fail to do so will be subject to discipline, up to and including termination of employment (faculty/staff) or expulsion (students).

The faculty/staff member leading travel must provide an **Emergency Contact** list to all participants to include the following:

- Mobile phone of trip leader
- Assistant Dean of Student Affairs (*both Academic and non-Academic*) office and mobile phone number
- Associate Dean of Academics (*Academic only*) office and mobile phone number
- Division Chair (*Academic only*) office and mobile phone number

The Assistant Dean of Student Affairs must be notified immediately if any accident or incident occurs during the trip that could impact the overall safety of participants or if the trip will be delayed in returning by any significant amount of time (over an hour). The Assistant Dean of Student Affairs will notify the Associate Dean of Academic Affairs and the appropriate Division Chair if travel is academic. Following the trip, any student behavioral issues must be reported to the Assistant Dean of Student Affairs who will notify the Associate Dean of Academic Affairs and the appropriate Division Chair if travel is academic.

Upon return, each faculty/staff member must submit a **Travel Expense Report (TER)** for any costs incurred by the traveler related to that trip. The faculty/staff member leading the travel must submit the **Motor Pool slip** (if applicable) and a **roster of students in actual attendance** if any students received a per diem advance or are requesting per diem reimbursement. Students must submit a TER if they received a per diem advance or to request per diem reimbursement for any approved out-of-pocket expenses. Failure to attend the trip will require repayment of any per diem advance. If a student received a per diem advance and fails to complete a TER or does not attend the trip, a hold will be placed on their account. Each expense of \$25 or more must be supported by an original, itemized receipt in accordance with State of Montana travel policies.