



## STUDENT TRAVEL PROCEDURES CHECKLIST FOR COLLEGE-SPONSORED TRAVEL

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### **I. PRIOR TO MAKING TRAVEL ARRANGEMENTS:**

- A. Review Helena College **Policy 300.5 Student Travel**
- B. Determine if the activity is college-sponsored or not college-sponsored. If college-sponsored, complete this **Student Travel Procedures Checklist**.
- C. Is the activity:
  - Academic
  - Non-Academic
- D. Will travel be funded with any student club or student government funding?
  - Yes
  - No
- E. Faculty / staff member leading travel is to complete the following forms:
  - Appendix 1 – Trip Request** *All academic student travel must be approved by the Associate Dean of Academic and Student Affairs and Part B (page 2) of this form must be completed. All non-academic college-sponsored student travel or any travel utilizing student club or student government funding must be approved by the Associate Dean of Academic and Student Affairs. Academic student travel utilizing student club or student government funding must be approved by the Associate Dean of Academic and Student Affairs.*
  - Request and Authorization to Travel** *including request(s) for per diem advance(s) if applicable*

Submit completed and approved original documents to:

- Business Office

Copies to:

- Associate Dean of Academic and Student Affairs (*both Academic and Non-Academic*)
- Division Chair (*Academic only*)

### **II. AT LEAST TWO WEEKS PRIOR TO DEPARTURE:**

- A. Each student participant must complete:
    - Appendix 2 – Student Agreement to Participate**
  - B. Faculty/Staff leading the trip must complete/provide:
    - Appendix 3 – Travel Itinerary**
    - Roster**
  - C. Submit completed and approved original documents to:
    - Business Office
- Copies to:
- Associate Dean of Academic and Student Affairs (*both Academic and Non-Academic*)
  - Division Chair (*Academic only*)

### III. IMMEDIATELY PRIOR TO DEPARTURE

- Ensure a first aid kit is readily accessible as activities warrant
- Provide an **Emergency Contact** list to all participants to include the following:
  - Trip leader mobile phone number
  - Associate Dean of Academic and Student Affairs (*both Academic and Non-Academic*) office and mobile phone number.
  - Division Chair (*Academic only*) office and mobile phone number

### IV. DURING THE TRIP

Notify the Associate Dean of Academic and Student Affairs immediately if:

- Any accident or incident occurs during the trip that could impact the overall safety of participants
- The trip will be delayed in returning by any significant amount of time (*over an hour*)

The Associate Dean of Academic and Student Affairs will notify the appropriate Division Chair if travel is academic.

### V. UPON RETURN

- A. Faculty / staff member leading travel must submit the following documentation to the Business Office:
  - Travel Expense Report**
  - Motor Pool slip** *if applicable*
  - Roster of students in actual attendance** *if any students received a per diem advance or are requesting per diem reimbursement*
- B. Accompanying faculty / staff must submit the following documentation to the Business Office for any costs incurred by the traveler related to the trip:
  - Travel Expense Report**
- C. Students must submit the following documentation to the Business Office if they received a per diem advance or to request reimbursement for approved out-of-pocket expenses:
  - Travel Expense Report**
- D. Behavioral Issues
  - Report any student behavioral issues to the Associate Dean of Academic and Student Affairs who will notify the appropriate Division Chair if travel is academic