



STUDENT TRAVEL PROCEDURES CHECKLIST
FOR COLLEGE-SPONSORED TRAVEL

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 Executive Directors of Gen Ed and CTE 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 Executive Directors of Gen Ed or CTE, or Director of Nursing. Academic student travel utilizing student club or student government funding must be approved by the Executive Directors of Gen Ed or CTE, or Director of Nursing.*
 - 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:
- Executive Directors of General Education (Gen Ed) or Career Technical Education (CTE), or Director of Nursing *(both Academic and Non-Academic)*

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:
- Executive Directors of General Education (Gen Ed) or Career Technical Education (CTE), or Director of Nursing *(both Academic and Non-Academic)*

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
 - Executive Director of General Education and/or Career Technical Education, or Director of Nursing (*both Academic and Non-Academic*) office and mobile phone number.

IV. DURING THE TRIP

Notify the Executive Director of General Education and/or Career Technical Education, or Director of Nursing 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 Executive Director of Gen Ed or CTE, or Director of Nursing will notify the Dean/CEO 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 Executive Director of Compliance and Financial Aid who will notify the appropriate Executive Director, Director, and Dean/CEO if travel is academic.