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**TRAVEL PACKET**

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**ASCC Funded Travel**

Travel as a learning opportunity for students is encouraged by Clark College. We strive to create a diversity of learning experiences through travel and other experiential learning modalities to support in-class/academic learning as well as student life experiences at the college.

A number of rules and policies are in place for student travel to help provide for student safety and promote the educational components of travel. Please refer to the Travel Guidelines and Checklist included below.

 **Travel Approval Timelines**

**Please note: regardless of the advance notice periods specified, some student travel may require review by the College’s Risk Management Department, which may require additional time.**

**Approval timelines will vary dependent on type of travel (local, domestic or international), number of participants, and cost.** All ASCC Travel must go through several levels of approval – ASCC Finance Director, Director of Student Life, Student Affairs Deans, Vice President and sometimes the College President. Please use the timelines listed below as general guidelines for paperwork processing:

* **Local Travel** **– up to 4 weeks**
*(Travel occurring within 50 miles of the college)*
* **Domestic Travel** – **up to 8 weeks**
*(Travel occurring outside of 50 miles from the college and within the continental United States)*
* **International Travel – up to 12 weeks***(Travel occurring outside the continental United States)*

**Travel Forms & Information**

* All travel forms may be found online at <http://intranet/tools/forms/index.cfm#purchasing> as well as in the Office of Student Life (Penguin Union Building 160).
 *NOTE: Effective September 23, 2013 the Travel Request Form has been updated. The previous Travel Request Form will no longer be accepted.*
* For additional information or assistance, please contact the Office of Student Life at 360-992-2404 or email Darci Feider at dfeider@clark.edu.

**Submit all forms to the Office of Student Life -
Penguin Union Building 160.**

**General Travel Guidelines**

See Administrative Procedures Manual – 315.040 – Field and Related Trips for complete travel procedures.

* **All travel must be pre-approved and authorized by the appropriate Clark College Administrator.** Persons traveling without prior authorization risk personal liability for the travel and its associated activities and expenses. Even if group members are paying for travel expenses up front or if no expenses are required, a Travel Request Authorization Form must be filled out prior to the trip to sanction the travel for insurance purposes.
* **A designated college advisor must travel with the students on the trip and be present during the entire length of the program. Staff/students are not allowed to extend their stay and/or travel separately from the group.**
* **There must be an advisor to student ratio of one (1) advisor for every thirty (30) students on a day trip or one (1) advisor for every fifteen (15) students on an overnight trip unless extraordinary circumstances are demonstrated for exception and approved prior to travel.**
* **Authorized Advisors for student travel include individuals who are current Clark College employees (faculty or staff) or registered volunteers of the College.  Individuals who are family members, partners or have other personal relationships to an authorized advisor may be considered as an additional chaperone for travel activities on a case by case basis in consideration of the following criteria:**
	+ The relationship is made known at time of travel request.
	+ All chaperones are or have been employed by Clark College for a specific role or function.
	+ All chaperones have registered as an official volunteer of the College.
	+ All chaperones are at least 21 years of age.
* **All students traveling on ASCC sponsored trips must have a minimum cumulative GPA of 2.0 with the exception of “first year college students,” and be currently enrolled in five (5) credits (previous quarter registration will be used for travel during breaks).**
* **For all S&A sponsored travel, there is a non-transferrable maximum subsidy of $1,250 per student per year. Travel expenses are defined as transportation, lodging and per diem.**
* **Students are limited to two (2) international trips in their time at Clark College.**
* **All appropriate risk management forms/liability waivers, participation contracts and emergency contact forms must be on file in the Office of Student Life for each participant prior to the trip. The advisor must carry emergency contact information forms at all times throughout the trip.
Forms may be found online at:** <http://intranet/department_information/administrative_services/risk_management/>
* **Students participating in official ASCC events that take place off-campus are subject to all the rules and regulations outlined in Clark College’s Code of Student Conduct (132N-121 WAC).**
* **If someone you are traveling with discloses a disability and you or the traveler has questions, please contact Disability Support Services at 360-992-2314 or 360-991-0901 video phone for assistance.** It is preferable if the disability and possible accommodations are known prior to travel, so that any arrangements can be determined and established prior to the departure date.  Disability Support Services is still available duringthe trip ifquestions arise.
* **When you return from travel a Travel Expense Voucher with original receipts must be submitted to the Student Life & Multicultural Affairs Office by the 10th day of the next month.**

**Transportation**
Listed below are the options for travel and the accompanying requirements.

* **College-owned vehicles and bus.** College vehicles may be requested by filling out the Travel Request Authorization Form. Current rates for motor pool van use and the Clark College Bus are available from the Travel Coordinator (Lisa Nelson) or Darci Feider.

Guidelines for van drivers:
	+ Must be an employee of the College (or a student when acting in the capacity of an employee of the College) who is 21 years or older.
	+ Possess a current and valid driver’s license.
	+ Provide proof of auto insurance.
	+ Must have completed van training and be cleared with Risk Management.

\**For a complete list of college vehicle guidelines see Administrative Procedures 410.005.*

* **Vehicle Rental.** Vehicle rental may be requested by filling out the Travel Request Authorization Form. All rental reservations must be placed through the Travel Coordinator (Lisa Nelson).
*\*For a complete list of car rental guidelines see Administrative Procedures 410.020.*
* **Personal Automobile Travel.** Personal automobile travel may be requested by filling out the Travel Request Authorization Form.

Guidelines for personal vehicle use:

* Should only be used on a voluntary basis.
* The owners/drivers must provide their own insurance coverage.
* All drivers must have valid driver’s license.
* All drivers will comply with all laws, regulations and posted traffic signs.
* All student participants choosing to ride in a private vehicle do so voluntarily and at their own risk.
* Clark College will not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle.

\**For a complete list of personal vehicle guidelines see Administrative Procedures 410.015.*

**Clark College will comply with the Department of Transportation guidelines regarding driving hours or time limitations:**

* A driver may transport students for a period of ten (10) driving hours.
* Trips requiring more than ten (10) hours driving time to reach a destination will require overnight lodging.
* A navigator will be assigned for all trips scheduled to take more than two (2) hours.
* Operators will take a mandatory thirty (30) minute rest break every four (4) hours.

**In the event of adverse weather or other factors that affect the ability to drive safely, drivers are expected to use good judgment and take appropriate safety measures in observance of travel warnings as issued by the highway safety authorities or weather advisory services.**

* **Airline Travel.** Airline travel may be requested by filling out the Travel Request Authorization Form.

Guidelines for airline travel:

* The college will not rent, borrow, or charter aircraft for the use of the college or college personnel. If air travel is required, it will only be scheduled through commercial airlines.
* The College Travel Coordinator (Lisa Nelson) will make all reservations for airline flights. The preferred airline and flight time should be indicated on the Travel Request Authorization Form.
* An airfare quote must be attached to the Travel Request Authorization Form. The quote may be provided by the College Travel Coordinator (Lisa Nelson).
* Travel to and from the conference/event/activity with the College group is required. Staff and students are not allowed to extend their stay and travel separate from the group.

**Meals & Lodging**

Meal and lodging rates and rules for reimbursement are changed frequently by the state.
Current rates of travel reimbursement are available from Purchasing Services and the College Intranet.

* **Per Diem.** Each student must print and sign for receipt of trip per diem. This document must be included with the Travel Expense Voucher Form upon your return.
* When overnight stay is part of the event **the advisor must stay in the same facility as the students.** The advisor should check in with students during the day and evening and provide contact information so that the students can reach the advisor at all times during the event.
* **Single gender rooming accommodations are required.**
* **Students traveling together will maximize room occupancy.**
* **Advisors may have a single room.** On trips with multiple advisors, advisors (of the same gender) are encouraged to share a room.

**Accident Reporting**

Any accident occurring on an ASCC sponsored trip needs to be reported. Accidents involving students should be recorded using the Non-Employee (Student-Visitor) Accident/Incident Report form found on Clark net at: <http://intranet/tools/forms/#ehs>.

Copies of this form should be sent to Health Services and Administrative Services following ALL accidents and/or health incidents.

Reporting an incident as soon as possible is the best practice. The staff/faculty person should be informed immediately and then the form would follow upon return to the college.

It may also be a good idea to have a couple forms in hand when on trips to be prepared for these types of incidents. This is also helpful for van usage and vehicle accident forms.

**Local and Domestic Travel Checklist**

**EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Travel Request Authorization Form** to be approved by the appropriate college administrator(s).
*\*Please contact our office for assistance with this form*.
* **List of all students (with SID numbers) and advisors attending the event***.
\* All students registered for the event/travel must have a minimum GPA of 2.0 and be enrolled in at least five (5) credits during the quarter of travel; or if travel occurs during school breaks, the quarter prior to travel.*
* **A completed registration form for the event**.
* **Event/Travel Itinerary**
* **Copies of the Acknowledgement of Risk Forms: Print Roster from Online**<http://intranet/department_information/administrative_services/risk_management/>*\*If student is under 18 years of age, a parent signature is required.*
* **Copies of the Release of Liability Forms (Needed for non-class related events)***\*The advisor accompanying the group should take these to the event in case there is a situation that requires them to
 use the emergency contact provided by the students. If student is under 18 years of age, a parent signature is
 required.*
* **Student Event Participation Contract**

*\*If student is under 18 years of age, a parent signature is required.*

* **OPTIONAL: Hold a pre-departure meeting for participants.** At least two (2) days prior to the trip, gather all students and advisors attending the event to review participant expectations, travel arrangements, itinerary, pick up travel advance checks (if applicable) and answer any questions.
* **Signed Travel Checklist & Advisor Expectations**

**Advisor Expectations**

As the trip/event advisor you have a responsibility to:

* All advisors must travel with the students on the trip and be present during the entire length of the program.
* Be a role model of appropriate behavior. Set the tone with behaviors appropriate to the co-curricular educational experience.
* When overnight stay is part of the event **the advisor must stay in the same facility as the students.** The advisor should check in with students during the day and evening and provide contact information so that the students can reach the advisor at all times during the event.
* Ensure you are available to participants and are aware of situations which would impede your ability to respond.
* Ensure that students participating in the event/trip are engaged in positive experiences, feel supported and are safe.
* Respond immediately to any behavioral situations and request an appropriate modification of behavior or restrict the student(s) activities, if deemed appropriate.
* Inform the student of any student code of conduct (or campus policy) violations and any further action to be taken when returning to campus and follow-up with the appropriate campus officials.
* Be responsible for keeping all receipts and other documentation during the event/travel.
* Turn in the Travel Expense Voucher Form before the 10th day of the following month to the Student Life Office.

**ACKNOWLEDGEMENT OF UNDERSTANDING**

I acknowledge that I have read the above travel guidelines and travel checklist and that I have completed all necessary items for my travel to be considered. I understand that completed paperwork is not an approval of travel and will not travel until I have received authorization to do so. As the advisor, I understand the expectations of my role and will do my best to fulfill my obligation.

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Advisor Signature Date