

STUDENT TRAVEL POLICY

The following information is designed to help students, administrators, advisors and trip leaders understand the policies, procedures, and responsibilities of planning and taking a trip. Ultimately, it is the responsibility of the students and trip leaders to make travel arrangements. Please refer to the information below for the timeline, responsibilities, and details for planning a trip. If policies and procedures are not followed, travel requests will be denied. For the purposes of this document, “trip” refers to both local and out-of-state travel. These policies and guidelines are intended for travel by students who are part of a student organization or a group with a common educational goal. Different and/or additional policies may apply to class field trips, department sponsored programs, and other travel. Please consult with the appropriate Program Official and the Director of Student Affairs to determine applicability.

Planning for the Trip

The trip leader and/or designated students should meet with the Director of Student Affairs periodically throughout the planning process to ensure a successful trip.

Type of Travel: in-county, out-of-county, out-of-state, international

Different policies and guidelines may apply to the trip based on whether the destination is in county, out-of-county, or out-of-state/international. The use of a chartered bus/airfare may be required for long distance trips. In addition, out-of-county, out-of-state, and international travel may require longer planning periods, additional approvals, additional trip leaders, etc.

College Approved Travel

All out-of-county trips must be primarily for educational purposes. The majority of the time spent on the trip (other than sleeping, travel time, etc.) must be spent on activities that have educational value. Examples of acceptable educational activities include conferences, leadership training, college tours, and cultural awareness activities. A trip itinerary and supporting documentation must be submitted to the Director of Student Affairs. The itinerary will include departure and arrival times, destinations, program content/purpose of the different destinations, contact information for destinations and any other relevant information. Baker College reserves the right to restrict, deny, or postpone any college-sponsored or supported student travel program or activity, if in the determination of the Director of Student Affairs the risk of travel is substantial.

Student Eligibility

Students attending the trip must be currently registered at least part-time at Baker College (cannot be a non-credit class). All students must meet eligibility requirements set forth by the organization or program leadership. Non-students and/or non-employees may not ride in school vehicles or use college funds to travel.

Financing the Trip

Student organizations/groups are expected to fund their own travel. Student Organizations can use money from their Baker College student organization account that they have earned through fundraising or donations, or charge the individuals traveling. Any funds that are earned or collected must be deposited in the student organization account before use. In order for student organization money to be used for a trip, advisors/trip leaders must be present on the trip.

The college may have funding available to financially support a student's participation in a professional conference. Not all funding requests will be approved. For consideration please complete the following form: [Funding Request Form](#)

Trip Oversight

The appropriate number of staff/faculty must be available for effective oversight. Trip oversight will be determined by the Director of Student Affairs in conjunction with the trip leader.

Student Responsibility

Students and trip leaders are expected to conduct themselves as representatives of Baker College. Students shall abide by all policies set forth in the Baker College Student Handbook while on the trip.

Transportation

Carpooling/Student Driven Vehicles-Students may drive personal vehicles to events with prior approval. Students are not covered under Baker College insurance if traveling in their own vehicle.

Airline-It is recommended that the individuals travel together on the same flight with trip leaders rather than meeting at the destination.

Lodging

It is recommended to receive a written quote from several hotels. Some hotels do not accept purchase orders and may require that the trip leader use his/her credit card to hold the rooms. Please see the Advisor/Program Director/Director of Student Affairs for more details about hotel reservations. Advisors/trip leaders may not share rooms with students without prior approval. Approval will be given when the Travel Request Form and supporting documents are reviewed by the Director of Student Affairs. Due to Clery reporting the Director of Student Affairs must notify the Campus Safety Director at their campus of the trip and location for all functions outside of the County.

Travel Forms

Baker College Student Activities Travel Itinerary Request Form (including a preliminary participant list) must be submitted 15 days in advance of any requested dates of travel to the campus Director of Student Affairs. This form must be approved before any funds will be released for accommodations or the booking of travel or registration requirements. The additional documentation that should be submitted with this form includes:

- **Conference Documentation (conference only)**
 - Web page information, or
 - Conference pamphlet, or
 - Official invitation to attend
- **Verification of payment (student organization account or student payment)**
 - Registration costs
 - Meal costs
 - Travel costs
- **Accommodations**
 - Provide a student attendee count and the amount of rooms required
 - Final hotel information
- **Travel**
 - Provide specific details on flight/bus itinerary desired with departure and arrival windows, airports for departure and arrival, and accommodations required (wheelchair, kosher meal, etc.)
 - Provide specific details regarding car rental including size/type of vehicle, name/date of birth of driver, and pick up and drop off locations and time frames.

Consent and Release Agreement-All students traveling on a trip must complete a Consent and Release Agreement. This form needs to be received by the Director of Student Affairs NO LATER than 1 business day prior to the trip. The advisor/trip leader also needs to retain a copy of these forms to have available in the event of an emergency during the trip.

Extracurricular/Outing Form- This form must be submitted to the Director of Student Affairs along with a final participant list and all Consent and Release Agreement forms no later than 1 business day prior to the trip.