

Revision Responsibility: Director of Student Engagement and Services

Responsible Executive Officer: Vice President for Student Affairs

Source/Reference: [TBR Policy 4:03:03:00](#)

[TBR Policy 4:03:03:50](#)

PURPOSE

To establish guidelines for Columbia State Community College student academic and activity travel.

POLICY

- I. The president of the College has delegated approval responsibility for student academic travel to the vice president for academic affairs and approval responsibility for student activity travel to the vice president for student affairs. Final authority for all student travel rests with the president of the College.
- II. Academic student travel shall be defined as class tours or field trips and/or other officially sanctioned academically related travel. Funds for such travel will normally be provided from budgets of departments requesting travel approval.
- III. Student activity travel shall be defined as that travel associated with athletics, Student Government, and other non-class related activities. Funds for such travel will normally be provided from budgets for these activities.
- IV. Institution officials, guests, and students who are non-members of the academic group and/or student activity group must have approval of the appropriate vice president to travel using College-provided transportation.

PROCEDURES

- I. Student Academic and/or Activity Travel
 - A. The Columbia State employee initiating the student academic and/or activity travel completes a Request and Approval for Travel form. A roster of all students participating on the trip must be attached to the Request and Approval for Travel form along with the itinerary. The form is submitted to the appropriate dean and the vice president for academic affairs for approval.
 - B. Reimbursement for student travel expenses shall not exceed those amounts specified in [TBR Policy 4:03:03:00](#).

- C. Reimbursement for travel expenses will be made after an approved Claim for Travel Expenses form with required receipts attached has been submitted to the College Business office with appropriate approvals.
- D. Preferred transportation for student travel shall be College-owned or furnished vehicles. Students may NOT be assigned to drive state-owned vehicles. When such vehicles are unavailable and/or the trip is optional, College officials may approve reimbursement for use of a privately-owned vehicle.
- E. The department or sponsoring group shall be charged for motor vehicle operation at the same rate as all other College departments.
- F. Students who are employed through the College Work-Study or Institutional Work programs may be authorized to drive personal vehicles. Each authorized student will be paid an hourly rate of not less than minimum wage and a negotiated mileage amount not to exceed that specified by [TBR Policy 4:03:03:00](#).
- G. For group travel associated with voluntary participation in an activity by students and/or guests of the Institution, the student or guest before departure must execute a waiver/release agreement. Agreements are available in the Student Affairs office.

II. Athletic Travel

- A. The Athletics department shall be charged for motor vehicle operation at the same rate as all other College departments.
- B. Multiple sports scheduling shall be arranged where possible and applicable.
- C. Meal Expense
 - 1. Coaches and other employees shall be reimbursed in accordance with the guidelines stated in [TBR Policy 4:03:03:00](#).
 - 2. Students/athletes shall receive and sign for meal expense monies in accordance with the most recently approved travel and/or athletics policies.
 - 3. Trips that extend beyond eight (8) hours may require more than one meal.
 - 4. Under unusual circumstances (i.e., team group meals or banquets), the meal expense allowance may exceed the per meal allowance provided in [TBR Policy 4:03:03:00](#). When this occurs, the meal expense allowance may be increased upon approval by the vice president for student affairs.

D. Lodging

1. On-site lodging is generally arranged based upon suggestions by the host institution. En route lodging may be negotiated by appropriate college officials or coaches where applicable, and with consideration of the following general guidelines:
 - a. selection of the lowest priced acceptable accommodations
 - b. location (when available) within reasonable proximity of the event
 - c. multiple occupancy (generally four to each room) to minimize rates
2. Overnight travel shall generally be limited to tournaments and other times when events are scheduled with more than one institution in the same general area.

E. Advancement of Funds

Funds may be advanced to coaches or other officials, as appropriate, based on prepared and approved itineraries.

Students shall sign for all monies received. Approved Meal Money List forms shall be submitted and used for this purpose.

Revised March 2019