



ADMINISTRATIVE PROCEDURE

TITLE: Field Trips and Excursions – International Travel Substantiation

ADMINISTRATIVE PROCEDURE # 4302

RELATED TO POLICY # 4300 Field Trips and Excursions

International Travel

International travel with student groups requires significant planning and extra attention to safety and security precautions. For international trips, a preliminary memo to the chief academic officer or president is required to approve the destination. The College reserves the right to refuse approval for an international group trip for any reason. Approval for travel to any country or location that poses a significant threat to U.S. Citizens will be refused.

- 1. Destination:** Before any plans for a group trip are initiated, the trip leader will ascertain the status of the proposed destination on the State Department advisory list. The trip leader will then write a memorandum to the chief academic officer for the areas that he/she supervises or to the president for the areas that he/she supervises describing the nature of the trip and the destination, the learning goals, the likely participants, the costs, the status of the destination on the State Department list, and any other relevant considerations; the trip leader should not spend time on additional arrangements until he or she receives specific preliminary approval in response to this memo.
- 2. Travel Arrangements, Getting There and While There:** The College must be provided details about travel arrangements, both to and from the location, and while at the location. The College must be provided the credentials of transportation providers, and in all cases trip leaders will work with credible, established providers. Original documents must be on file in the Office of Business Services with a copy housed in the respective supervisor's office. Determination of number of vehicles, foreign driver's licenses, and payment of rented vehicles shall be determined prior to trip departure and included in travel details.
- 3. Hotel Arrangements:** Specifics about hotel accommodations and meal plans are important, and the College may ask the trip leader to provide hotel reviews and ratings; the same requirements for overnight accommodations apply as are spelled out in the domestic travel section.
- 4. Trip Activities:** Whether or not a trip entails award of academic credit (inquire with chief academic officer for specific requirements for academic credit) the trip leader

must provide to the College a proposed itinerary for each day. The College is not in the travel and leisure business, so the College expects international travel to be structured in a way that promotes learning for most of the time spent on the trip; proposed trips that have vague activities or primarily leisure activities will not be approved.

5. **Supervision:** The College will evaluate the overall supervision plan for the trip, including the number and qualifications of the volunteers and/or staff accompanying the group, the nature of the activities in relation to the supervisory capacity of the staff, and the overall plan to ensure the safety and wellbeing of the students on the trip.
6. **Travel Documentation:** The required and necessary forms are housed in the Office of Business Services, appropriate Division dean's office, and the College website. Refer to 611.01 AP - Business & Travel Expense for detailed documentation and requirements.

RESPONSIBILITY:

The Chief Academic Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 10/15/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: