



## ADMINISTRATIVE PROCEDURE

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**TITLE: Field Trips and Excursions - Guidelines**

**ADMINISTRATIVE PROCEDURE # 4303**

**RELATED TO POLICY # 4300 FIELD TRIPS AND EXCURSIONS**

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This procedure provides guidelines for the legitimate and appropriate travel coordination of academic field trips and excursion travel with students.

### **A. Procedures to Obtain Travel Authorization for Field Trips**

#### **1. For one day field trips or excursions**

- a. Prior approval documentation shall be submitted two weeks prior to the field trip or excursion.
  - 1) Field trips and excursions conducted by UCC employees require a brief written statement of the nature of the field trip or excursion, destination and number of students involved, and any specifics that may make the field trip or excursion unusual.
  - 2) Multiple field trips or excursions may be submitted with a single travel form for related trips.
- b. Required travel authorization documentation are:
  - 1) Name of the trip leader(s)
  - 2) Identity and number of students participating in the trip
  - 3) Purpose of the field trip or excursion
  - 4) Destination
  - 5) Mode of transportation to the destination, including carrier name
  - 6) Student liability waivers and medical form

#### **2. For multi-day field trips or excursions, excluding international travel**

- a. Prior approval is required whether the field trip or excursion is academic or co-curricular, domestic or international.

- 1) Multiple field trips or excursions may be submitted with a single travel form if they are related to the same trip.
  - 2) In-state travel approval documentation shall be submitted four weeks prior to travel.
  - 3) Out-of-state travel approval documentation shall be submitted at least three (3) months prior to travel.
  - 4) International travel approval documentation shall be submitted at least six (6) months prior to travel.
- b. The following field trip or excursion planning information shall be submitted with the travel authorization documentation:
- 1) Name of the trip leader(s)
  - 2) Identity and number of students participating in the field trip or excursion
  - 3) Purpose of the field trip or excursion
  - 4) Destination
  - 5) Duration
  - 6) Field trip or excursion activities
  - 7) Mode of transportation to the destination, including carrier name
  - 8) Transportation during the stay at the destination, including carrier
  - 9) Plan and place for overnight accommodations, including hotel names
  - 10) Meal plans
  - 11) Cost to students
  - 12) Description of any significance issues about the field trip or excursion
  - 13) For international travel, State Department information on the location

## **B. Domestic Overnight Travel**

Where field trips or excursions require overnight accommodations, certain additional requirements apply:

1. For every 10 students, at least one trip leader is required.
2. In no case may the field trip or excursions leader(s) share a room with students.
3. Room assignments shall be determined by each student's gender identity; females will room with females and males will room with males.

4. Only persons approved for the field trip may travel in college provided transportation.
5. Exceptions to items C and D for domestic partners, spouses, parents or guardians may be allowed depending upon the length and purpose of the field trip or excursion; such exceptions must be specifically approved in writing by the provost or designee.

### **C. Orientation Materials**

The Trip Leader shall provide each participant with orientation materials at least one week prior to departure. The level of detail provided relies upon the type of travel. Both verbal and written communication are essential.

1. Orientation Material
  - a. Field trip or excursion destination and purpose
  - b. Cost of trip for students – college covered finance and additional student costs
  - c. Travel itinerary – route, rest and meal stops
  - d. Lodging information
  - e. Transportation information
  - f. Appropriate clothing or gear
  - g. The established rules and protocols specific to the field trip
  - h. Any known unique hazards
  - i. A summary of activities and physical requirements students will encounter
  - j. Any known or unusual circumstances that would require advance preparation or equipment
2. Course syllabi which includes aforementioned orientation information may be substituted for orientation packet.
3. All field trip or excursion participants shall know how to contact the college from the activity site/destination, find and use the first aid kit, access a cell phone or other phone, and what to do if separated from the group.

### **D. Briefing Packet**

Prior to departing on the field trips or excursions, the trip leader must prepare a briefing packet for the vice president for academic services and dean that includes:

1. a list of the names of all students participating on the field trip or excursion;
2. student liability waivers and medical form;

3. a list of the names of all employees or Board members participating on the field trips or excursions;
4. a complete detailed itinerary including all telephone numbers, hotels, names of transportation providers.

**RESPONSIBILITY:**

The Provost is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 5/12/2021 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**