

Student Organization and Class Travel Procedure	Procedure Number	2.15.1P
	Effective Date	March 20, 2012

1.0 PURPOSE

Laramie County Community College supports co-curricular student learning and encourages participation in student clubs/organizations and class activities. The College encourages student organizations and classes to take advantage of events off campus that enhance their education such as conferences, cultural trips, competitions, and special events. To promote a safe travel experience, the following procedures have been established for students traveling as a representative of a recognized student organization or Laramie County Community College in general.

This procedure does not apply to individual student travel for the purpose of internships, practicums, observations, or other required off-campus class assignments not funded by the College. Students traveling to athletic or other College events as spectators are also exempt.

All participants must fulfill these information requirements and abide by administrative guidelines (including prior budgetary approval by an authorizing administrator when applicable) and comply with all other LCCC operating procedures. LCCC has developed this travel policy with the expectation that all participants (students, travel supervisors and chaperones), and authorizing administrators strictly adhere to its requirements. If the required information is not provided by the established deadline, the participant will not be allowed to participate in the travel experience. If rules, policies or procedures are violated, the participant who has violated the rules, policies or procedures may be subject to disciplinary procedures up to, and including, termination or expulsion as well as being returned to LCCC at the participant’s expense. The disciplinary decisions while on the trip lie exclusively with the travel supervisor. Upon return to campus the LCCC rules for discipline will be applied to employees and the student discipline policy will be applied to students.

2.0 REVISION HISTORY

Adopted on: 3/20/12

3.0 PERSONS AFFECTED

This procedure applies to all students, faculty, staff, and administrators who participate in LCCC-sanctioned travel.

4.0 DEFINITIONS

- A. *Participant* – Students and/or college personnel involved in College-sanctioned travel (reimbursable and non-reimbursable.) All Participants are required to abide by the LCCC rules and policies as well as expectations established by the travel supervisor.
- B. *Travel Supervisor* – An LCCC employee responsible for initiating and implementing student travel and who will be accompanying students in an official capacity.

- 1) The Travel Supervisor is the employee of record who is responsible for the administrative procedures related to travel and for requiring all participants to comply with the LCCC policies and expectations.
 - 2) Travel Supervisor may be a faculty member coordinating travel related to instructional coursework, service learning, or experiential learning; or a student organization advisor coordinating student travel related to competitions, community service, leadership or professional development.
 - 3) The Travel Supervisor has the obligation to act as a responsible agent of LCCC and make reasonable efforts to protect the safety of the participants for the duration of the travel period.
- C. *Chaperone* – An LCCC employee (or an appropriately trained designee) who travels in an official capacity shall assist the travel supervisor in responding to critical incidents, student behavior concerns, medical or mental health emergencies or any other precipitating factors. Chaperones shall assist the travel supervisor in managing potentially disruptive incidents to minimize the impact of unforeseen circumstances on the learning or educational outcomes for other participants. Chaperones are approved by the authorizing administrator in consultation with the travel supervisor using the LCCC student travel chaperone guidelines.
- D. *Authorizing Administrator* – An LCCC administrator (dean or vice president) who evaluates proposals for travel, classifies travel utilizing the guidelines in this procedure, and authorizes budgetary funds. Authorizing administrators are also responsible for determining if a chaperone is required for each individual travel authorization, and approving the designated chaperone(s).
- E. *Expulsion From Trip* – Should a travel participant be expelled from the event/trip/activity, LCCC shall not be responsible for any financial loss incurred on the part of the participant, including but not limited to those costs incurred as a result of paid registration fees, travel expenses including return travel, legal expenses, medical expenses, personal damages, or other expenses related to participation in the trip/event/activity and violations of the LCCC travel policies.
- F. *Student Driver* – Students who have been approved to drive either fleet vehicles or their own personal vehicles on approved student travel must have their driver’s information on file in the Vice President of Administration and Finance Office and must be approved in accordance with [Policy No. 4.4 Travel–Employee](#).

5.0 PROCEDURES

- A. The Student Organization and Class Travel Policy and Procedure are coordinated by the Vice President of Student Services or the Vice President of Academic Affairs (depending on the purpose of the travel). The Vice President of Student Services and Vice President of Academic Affairs must develop internal policies to govern authorizing administrators as well as determine when, how, and under what circumstance LCCC will allow, suspend, or prohibit student travel. Implementation of authorized student travel must be in accordance with all applicable LCCC policies and procedures.
- B. All travel must be authorized in advance and all required forms must be on file before departure. Travel is initiated and authorized utilizing the following steps.
- 1) The Travel Supervisor will complete the College’s ***Travel Request Form*** and the [Student Travel Request Form](#), based on a reasonable estimate for the number of students


participating and the most efficient travel arrangements, prior to committing LCCC resources for reservations, tickets, etc. Travel supervisors should do the following in conjunction with any request:

- a. Travel supervisors should ensure that budget resources required for all students to achieve the intended learning outcome(s) are in place and approved for this purpose.
 - b. Travel supervisors should ensure compliance with Policy No. 4.4 Travel–Employee in determining the appropriate timeframe, duration and vehicle(s) requested.
 - c. Travel supervisors should plan itineraries that utilize the most efficient travel route possible.
 - d. Each student must complete the [***Student Activity and Travel Waiver Agreement***](#).
 - e. Travel supervisors should identify and arrange for the use of the most appropriate transportation and hotel accommodations required to meet the established outcomes for each trip.
- 2) The Travel Supervisor will submit the completed College ***Travel Request Form, Student Travel Request Form***, and the ***Student Activity and Travel Waiver Agreement***, along with the appropriate documentation to the appropriate Authorizing Administrator. This documentation should identify the request as a reasonable and necessary expenditure to accomplish specific academic learning or community development outcomes consistent with the LCCC’s educational mission.
- C. The Authorizing Administrator will review the request and supporting documentation. Authorizing administrators are responsible to ensure that travel is reasonable and purposeful, and that sufficient funds exist for all travel expenditures. In particular, the review should include:
- 1) An examination of potential risks and dangers associated with the program, such as health, security, safety, environmental, and transportation.
 - 2) Satisfaction of any legal requirements to operate the educational program in the proposed location.
 - 3) A discussion of how best to manage and transfer significant risks associated with the program to third parties (for example, by contract, insurance, or indemnification).
- D. Travel supervisors may finalize travel arrangements and confirm reservations only after the request has been approved in writing from the authorizing administrator.
- E. Travel supervisors must provide to the authorizing administrator:
- 1) Program itinerary, including all approved destinations and dates of travel.
 - 2) When using a chartered bus – the company name, contact person(s), address, telephone number; when traveling by air – flight information such as airline name, airport name, and departure and arrival times; and the departure time from Laramie County Community College and the estimated arrival time back at Laramie County Community College.
 - 3) If students have been approved to drive either college fleet vehicles or personal vehicles, the information is on file and must be approved according to Policy No. 4.4 Travel–Employee.
 - 4) Detailed contact information for the traveling party at each step, if possible, on the trip, including any faculty, staff, or student cell phone numbers.
 - 5) Information concerning each traveler’s special needs, if any.
 - 6) Signed copies of ***Student Activity and Travel Waiver Agreement*** for each student.
- F. Travel supervisors should be informed regarding the following logistical information:
- 1) Whom to notify and update on campus during various kinds of crises and emergencies, both when campus is in session and when it is closed for a break.

- 2) Who should communicate with the student’s family or emergency contacts when needed and how best to communicate with them.
- G. Travel supervisors on student trips have responsibilities beyond academics. They must also provide on-site administration. Travel supervisors must know relevant LCCC policies and procedures in order to address student issues as if the issue occurred at LCCC.
- H. Disciplinary Proceedings
Travel supervisor training should include instruction in responding to student disciplinary problems. LCCC requires travel supervisors to do the following:
 - 1) Immediately notify the Authorizing Administrator if one of the students is the victim of, or accused of, a violation of academic or disciplinary rules.
 - 2) Provide appropriate officials on the home campus with written documentation of the allegations and any documents or other materials related to the alleged student conduct violation.
 - 3) Separate the complainant from the accused student for the remainder of the trip, especially in cases involving allegations or threats of physical violence, intimidation, harassment, or possible danger to a student.
- I. Students with Disabilities – Travel supervisors should instruct students with disabilities who participate in college-sanctioned student travel to consult with the LCCC Disability Support Services to ensure that they obtain any required reasonable accommodations.
- J. Sexual Harassment – Travel supervisors must receive training in the institution’s sexual and discriminatory harassment policies.

6.0 DISCIPLINE

Failure to comply with the approved procedure may result in disciplinary action up to and including termination or expulsion.

REQUIRED	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Marlene Tignor, Instruction Vice President	10/25/11
Approval by President’s Cabinet		3/20/12
Approval by President (Signature)		3/20/12