


ADMINISTRATIVE PROCEDURE MANUAL			
	SECTION TITLE	NUMBER	PAGE
		STUDENT TRAVEL	09-0901
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED	
6Hx7 - 4.23 Travel and Per Diem		July 1, 2017	

Purpose

The purpose of this procedure is to provide definitions, guidelines and processes for the utilization of Instructional Student Travel and Instructional Off-campus Experiences to provide supplemental or basic off-campus instruction in college credit and non-college credit courses and programs, and travel by College Sponsored Student Groups.

Procedure

A. Instructional Off-campus Experience

1. An Instructional Off-campus Experience constitutes a planned visitation to an off-campus site or facility for the purpose of providing supplemental learning opportunities in the subject being taught. All Instructional Off-campus Experiences are supplemental educational experiences. An activity may be recommended by the faculty member to the class for relevant learning and may or may not be a requirement for satisfactory completion of the course.

B. Instructional Student Travel

1. An Instructional Student Travel constitutes a planned visitation to an off-campus site or facility for the purpose of providing basic learning experiences essential to the subject being taught. The Instructional Student Travel must be prior approved by the supervisor as an integral component of the course's learning experiences in order to be approved as a mandatory instructional requirement for students enrolled in the course. This requirement, along with costs to be borne by the student, and the requirement that the student sign a form releasing the College and its agents from any liability, shall be noted as requirements within the approved curriculum proposal on file, and the requirement shall be denoted in the approved course description and printed as a message on the schedule print-out during registration. This requirement also shall be noted in the course syllabus or outline distributed to students along with the details of the particular activity (or activities) which shall make up the experience for the course/section being taught.

C. College Sponsored Student Groups and Organizations

1. A College Sponsored Student Group and/or organization is one for which funding is specifically approved for in the College's budget. Participants shall sign the Participant Waiver and Hold Harmless Form, or other release approved by the Office of the General Counsel for a specific trip.

D. Other Off-Campus Activity

1. Off-campus clinical or practicum experiences in educational or health related instructional programs are controlled and supervised in accordance with written agreements with schools, hospitals or health care agencies and, therefore, are not considered Instructional Student Travel or Off-campus Experiences for purposes of this procedure.

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
STUDENT TRAVEL	09-0901	2 OF 6
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED
6Hx7 - 4.23 Travel and Per Diem		July 1, 2017

E. Instructional Off-campus Experience Activity Approvals

1. The faculty member planning an activity to be conducted as an Instructional Off-campus Experience must submit a completed Activity Request Form to his/her supervisor to provide for review. The [Activity Request Form](#) linked to this procedure shall be used for this purpose. The activity proposed must have a direct educational relationship to the course of study. The Instructional Off-campus Experience activity shall be scheduled outside of regular classroom time unless there is full participation by all class members. The particular trip activity must be approved by the supervisor prior to commencement of the activity or announcement to students.
2. If the supervisor disapproves the proposed Instructional Off-campus Experience activity, he or she should state the reason for disapproval and return the request to the faculty member. The faculty member may appeal the disapproval to the cognizant assistant instructional dean who shall act upon the proposal and whose decision shall be final.

F. Instructional Student Travel Activity Approval

1. The faculty member planning a particular activity to be conducted as per an approved Instructional Student Travel must submit a completed Activity Request Form to his/her supervisor to provide for review. The same procedures as for an Instructional Student Travel activity pertain to an Instructional Off-campus Experience, as described above.

G. Activity Responsibilities

1. The faculty member assigned to the course must accompany the students on the particular activity and for the duration of the activity. The faculty member may be accompanied by other full-time faculty or staff employees deemed necessary by the supervising administrator in order to provide adequate supervision and/or meet outside agency provisions.
2. For an Instructional Student Travel activity, the College shall normally provide one (1) faculty/staff member per group of twenty-five (25) students for a day activity and two (2) faculty or staff personnel for an overnight activity.
3. The faculty member conducting the activity is responsible for:
 - a. Making local arrangements at the site, assisted by administrative and support offices;
 - b. Exercising reasonable precautions to assure appropriate demeanor and safety.

H. Participant Waiver and Hold Harmless Form

1. For an approved Instructional Student Travel or Off-campus Experience activity, the faculty member must secure a fully executed Participant Waiver and Hold Harmless Form from each



ADMINISTRATIVE PROCEDURE MANUAL

SECTION TITLE	NUMBER	PAGE
STUDENT TRAVEL	09-0901	3 OF 6
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7 - 4.23 Travel and Per Diem	July 1, 2017	

student. The [Participant Waiver and-Hold Harmless](#) form linked to this procedure shall be used for this purpose. In the event the trip will involve particularly hazardous activities or location, the faculty member shall submit a request to the College's Office of the General Counsel for approval to use the attached form or have a release form drafted which specifically addresses the unique hazards of the trip. The form serves to apprise the student of the increased risk of personal injury or property damage.

2. The signed release forms shall be maintained by the supervising administrator and shall be the official roster of all the activity participants.

I. Liability Insurance - Instructional Student Travel

1. The appropriate Associate Provost is responsible for ascertaining which Instructional Student Travel activity involves sufficient liability risks to warrant additional administrative review. Any proposed Instructional Student Travel involving hazardous activities, including air flights or boat trips, shall also be reviewed by the Executive Director of Risk Management.

J. Costs

1. In the event that College personnel are to be directly involved in providing or arranging for transportation of students to the Instructional Off-campus Experience activity site, the procedures provided in APM 06-1005 shall be applicable. Such procedures pertain to use of a College-owned vehicle and use of personal or private vehicles.
2. Only the enrolled students in the course and faculty/staff members whose participation has been approved shall be included in the costs directly assumed by the College.
3. The faculty member who originates and is responsible for the activity shall be reimbursed for travel and allowable expenses according to normal procedures for in or out-of-district travel. Any staff member who accompanies the faculty member and whose participation has been approved shall be reimbursed for the travel expense.
4. For an approved Instructional Student Travel activity, arrangements for payment of activity expenses at the site which are included in the approved course activity fee shall be made by the faculty member in charge and described in the Activity Request Form. A list of the activity expenses to be borne by the students will be provided to the students and immediate supervisor; a list of the expenses to be borne by the College will be provided to the immediate supervisor and shall be within the approved budgetary allotment for the approved experience.

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
STUDENT TRAVEL	09-0901	4 OF 6
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED
6Hx7 - 4.23 Travel and Per Diem		July 1, 2017

K. Provisions for Sponsored Student Travel

1. This section provides guidelines, and assigns responsibility for student travel with a sponsor or coach, when travel expenses are to be reimbursed or expended from College funds.
2. Travel Proposal Approval Procedure: The approval chain will vary depending upon the type of student travel. International travel requires the additional approval of the College President.
 - a. Class travel proposals (excluding Extended Studies travel) are to be submitted to the following individuals for approval:
 - i. Supervising Administrators
 - ii. appropriate Associate Provost or Vice President
 - b. Extended Studies Travel Proposals
 - i. appropriate Associate Provost or Vice President
 - ii. College Provost
 - c. Student Engagement Travel Proposals
 - i. Associate Director of Student Engagement
 - ii. Director of Student Engagement
 - iii. Associate Vice President of Student Success
 - d. Student Athletic Travel Proposals
 - i. Coach
 - ii. Director of Athletics
 - iii. Associate Vice President of Student Success

L. Insurance Requirements

1. For students traveling inside the U. S., students must sign a release of liability by the College as provided by the Executive Director of Risk Management. Students, faculty and staff participating in international student sponsored travel activities must provide proof of health and accident insurance to the College Risk Manager before travel commences. For travel outside the U.S., proof must be submitted before each travel event, and the health and accident insurance must contain provisions for international coverage. The cost of such coverage shall be payable by travelers prior to the effective date of such coverage.

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
STUDENT TRAVEL	09-0901	5 OF 6
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED
6Hx7 - 4.23 Travel and Per Diem		July 1, 2017

M. Prohibited Travel


1. No travel is allowed to any country or location on the U.S. State Department's current warning list. It is the responsibility of the travel coordinator, as designated by the appropriate Associate Provost and Vice President, to determine whether the travel destination is on the warning list. Travel warnings are issued to describe long-term, protracted conditions that make a country dangerous or unstable, or when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff. College personnel shall not develop study abroad programs in areas for which the Department of State (DOS) has issued a travel warning.
2. Travel alerts are issued to disseminate information about short-term conditions, generally within a particular country, that pose imminent risks to the security of U.S. citizens. Travel to an area for which a travel alert is in effect must be approved in writing by the College President.
3. If the travel coordinator becomes aware of anything in country that may affect the safety of students, the appropriate Associate Provost or Vice President and College Provost will be notified to the expeditiously and safely return the students.

N. Reimbursable Student Travel Expenses

1. Meals: The maximum allowance for food will be \$6.00 for breakfast, \$11.00 for lunch, and \$19.00 for dinner. When budget limitations do not permit or when other circumstances are involved, the allowance may be reduced or eliminated.
2. Lodging: When possible, room accommodations will be arranged on a basis of two students to a room to minimize cost. A paid receipt for lodging is required.
3. Other: Other miscellaneous expenses, as noted elsewhere in this procedure, may be reimbursed.

O. Student Travel Advances

1. At least ten (10) days before a scheduled trip, but no more than thirty (30) days in advance, the sponsor or coach is responsible for preparing a Travel Authorization which contains at a minimum the following items:
 - a. The purpose of the trip
 - b. Dates and times
 - c. Destination
 - d. Number of travelers
 - e. The advance travel amount requested for each expense item

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	STUDENT TRAVEL	09-0901	6 OF 6
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7 - 4.23 Travel and Per Diem	July 1, 2017		

2. At least ten (10) days before the trip, the sponsor or coach is responsible for completing a cash advance or additional spend authority on a College p-card.
3. The sponsor or coach may issue the meal allowance to each traveler immediately prior to departure, noting the student name, social security number and securing the student's signature indicating receipt. When money is distributed to students for meals, a student travel log should be maintained detailing each student's name and the amount given. If a trip is cancelled or shortened after the meal allowance has been issued, the sponsor or coach is responsible for recovering the unused portion of the meal allowance from each student.
4. The sponsor or coach is responsible for obtaining paid receipts for all expenses except approved meal allowances.

P. Reconciliation of Student Travel Advance to Actual Expenses

Within five (5) business days of travel;

1. Deliver unused funds to the Student Financial Services Office and obtain a receipt.
2. Complete the expense report for the travel and attach the receipt for the unused funds.

REFERENCES: F.S. 1001.64, 1001.65, 1011.81

Adopted Date: January 18, 1983

Revision Date: July 14, 1986, May 28, 2013, July 23, 2015, July 1, 2017