



COMMUNITY COLLEGE OF ALLEGHENY COUNTY

STUDENT TRAVEL PROCEDURES

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PREFACE

These *Student Travel and Vehicle Usage Procedures* set forth rules which govern travel by students in connection with College-sponsored activities or events, and the requirements attendant to use of College-owned or controlled vehicles by authorized employees and staff. These procedures have been developed by the College's Risk Management Department, in collaboration with the College's Dean of Students – Student Engagement, Office of Student Engagement, and the Office of the President. Rules and procedures governing other programs, operations and activities are also set forth in the following resources:

- Board Policy Manual
- Employee Manual
- Public Safety and Security Operational Plan
- Drug and Alcohol Testing Procedures
- *CCAC Annual Security Report*
- Student Handbook
- Faculty Handbook
- College Course Catalog
- Individual program handbooks and course syllabi
- College website / Department web pages / *myCCAC* student portal

These procedures will be reviewed on an annual basis. On or before July 1st of each year, the College's Director of Risk Management will verify to the President of the College that the review has been completed and, if any updates or changes are recommended, submit the updated procedure to the President for review and approval.

These procedures do not represent a contract between the Community College of Allegheny County and any employee, student or third-party.

STUDENT TRAVEL PROCEDURES

I. Purpose

The Community College of Allegheny County (CCAC) seeks to promote safe travel to College-sponsored events and activities occurring beyond the boundaries of College property. The College seeks to provide the safest opportunities and methods of transportation and to mitigate any risk that might be associated with student travel.

The procedures set forth below will not apply to travel that is (1) not sponsored by the College; (2) undertaken by individual students attending out of town athletic/recreational events as a non-participant (except when traveling on behalf or with the financial support of a recognized student organization); or (3) undertaken by students who are engaging in internships, practicums, observations, off site work study or research. In addition, these procedures do not apply to international travel, which is governed by CCAC's International Travel Procedures. Participants in travel that is not sponsored by the College are solely responsible for all planning, funding and other requirements associated with the trip.

II. Definitions

A recognized student organization is one that has been (1) approved or formally recognized by the College's Office of Student Engagement; (2) formed for educational, professional, social, recreational or other lawful purposes; and (3) derives its membership solely from the student body of CCAC.

College-sponsored travel means student travel and recognized student organization travel, including travel associated with or necessary to participate in specific events or activities, that (1) is initiated, actively managed, planned and arranged by a member of the College's faculty or staff or by members of a recognized student organization and approved by an appropriate administrator; or (2) receives substantial support from the College in the form of funding, facilities, equipment or personnel time.

A currently enrolled student is a student who is currently registered at the College, whether on a full- or part-time basis, and who is 18 years of age or older.

Active Member means a registered member of a recognized student organization per the bylaws of that specific organization.

A student in good standing – as defined in the Student Handbook from both an academic and behavior standpoint. Any deviation needs to be approved by the Dean of Students - Student Engagement.

Trip Supervisor refers to a College employee who is responsible for all aspects of organizing the trip which includes but not limited to travel accommodations, supervising students and preparing and submitting required paperwork as outlined in this process.

III. General Requirements

All College-sponsored travel must meet the following requirements (for international travel, please refer to *CCAC's International Travel Procedures*):

1. All approved activities will be open to currently enrolled students in good standing, regardless of gender, race, marital status, age, religion, disability, veteran's status, sexual orientation, gender identity or other characteristic protected by law or the College's Non-Discrimination, Title IX and Equal Educational and Employment Opportunity Policy. Student organization group travel will also be subject to the by-laws of that organization. All students participating in College-sponsored travel must be at least 18 years of age on or prior to the scheduled date of travel. Field trips will be limited to members of that specific organization or particular course. The trip supervisor must have an objective criteria for selecting students to participate in the trip.
2. All College-sponsored travel must be supervised by a CCAC employee. CCAC will view this supervisor as the party responsible for the trip.
3. The CCAC employee supervising the trip should submit the Student Travel Trip Packet Checklist, the reason for travel, Trip Request Form and all supporting documentation to the Office of Student Engagement no later than forty five (45) days before the date of departure of the scheduled trip. Exceptions to the forty five (45) day notice requirement will be made at the sole discretion and approval of the Vice President of Enrollment Services & Student Affairs or the Provost & Chief Academic Officer.
4. All College-sponsored travel must be approved in advance by the Vice President for Enrollment Services & Student Affairs, Executive Director of Business & Administration, and Dean of Students - Student Engagement. Approval of an Academic Dean will also be required whenever a member of the faculty will be participating in the trip.
5. The trip supervisor must collect a signed Community College of Allegheny County Affirmation and Release form from each individual student participating in the travel and submit the completed forms to the Office of Student Engagement before the trip.
6. The trip supervisor and all participating students must complete the CCAC Travel Information Form. The trip supervisor is required to maintain a copy this form during

the trip. A suggested supervisor to student ratio is one (1) supervisor to six (6) students.

7. Once the trip has been approved, the supervisor of the trip is responsible for securing transportation and hotel accommodations if needed.
8. All College-sponsored travel involving an overnight stay must also be reported to the campus Director of Safety & Security (DSS). *See Section V.15 below for additional information on what to report to the DSS.*
9. The supervisor in charge of the trip will hold a pre-trip planning meeting with all students to discuss the planned itinerary, transportation details and the CCAC Code of Student Behavioral Conduct and other College policies, which will apply and be enforced at all times during any College-sponsored travel. The supervisor will also ensure that a copy of the CCAC Travel Information Form is left with the Office of Student Engagement.
10. An Instructor Travel Release Form must be signed by the instructor acknowledging their approval when a class will be missed by a student participating in a trip. This form must be turned into the Office of Student Engagement and kept on record.
11. It is the responsibility of the supervisor sponsoring the program to ensure compliance with these guidelines and all College policies, procedures and guidelines during the trip.
12. All trip participants and supervisors are required to comply with the standards set forth in CCAC's Code of Student Behavioral Conduct and with all College policies, procedures, rules and regulations during the trip, understanding that such compliance is important to the success of the trip and to the College's willingness to permit future similar activities. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action.
13. Recognized student organizations also may utilize their own funds acquired through fundraising, dues, or other lawful sources, to support student travel. However, such travel must also adhere to the guidelines set forth in this procedure.
14. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The College shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with College rules and regulations, the direction of College employees, or applicable law.
15. The supervisor responsible for the trip shall communicate to the participants that the College does not provide medical health insurance for any student's

participation in trips. All student participants shall be responsible for any medical costs they incur during and/or as a result of the trip. The College does provide student accident insurance which covers injuries that are caused by an accident such as a trip and fall.

16. Friends and family of students are not permitted to participate in student travel opportunities.
17. All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity. All students are required to stay for the duration of the trip with the travel participants unless they obtain written permission from the trip supervisor and sign the Community College of Allegheny County Affirmation and Release Form.
18. The trip supervisor must reconcile the trip and submit a Travel Reimbursement Form with all supporting documents as set forth in CCAC's [Fiscal Administration Regulations, Section 6: Business Travel/Expense Reports & Reimbursement](#).
19. The trip supervisor must maintain and carry the contact information of the Dean of Students - Student Engagement during the trip, and immediately notify the Dean of any emergency situations (travel incidents, weather delays, accidents, injuries, criminal activity) that may occur during the trip.
20. The College reserves the right to cancel any College-sponsored travel in the event that weather or other emergency conditions at the travel destination present an unreasonable risk of harm to the health or safety of trip participants. The College will have no responsibility or liability for costs or expenses incurred by any participant arising out of cancelled trips. Trip sponsors should arrange for trip cancellation insurance to cover costs associated with any non-refundable hotel or transportation costs or fees.

IV. Transportation and Accommodations

The sponsoring supervisor should be prepared to arrange for transportation by College vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, and or air or train travel. All College purchasing procedures apply when procuring commercial transportation. Employees are prohibited from transporting students in their personal vehicles. The following rules apply:

1. **College Vehicles** - Only College employees that are on the CCAC authorized drivers list are permitted to drive College vehicles. (Refer to the College Vehicle Usage Procedures for permissible use of College vehicles)

2. **Rental Vehicles** - Only College employees can drive rental vehicles; all terms of the rental contract must be complied with. The College prohibits departments or employees from renting 15 passenger vans on or for College business.
3. **Contract Bus Service** - Adequate insurance coverage for personal injury and property damage must be provided by the bus company.
4. **Regularly Scheduled Carriers** - Regular scheduled transportation service providers (e.g., Greyhound, Amtrak) may be utilized for transportation.
5. **Air Travel** – Supervisor will be responsible for making arrangements per the guidelines set forth in this document.

V. Guidelines

As part of the approval process outlined in **Section III – General Requirements**, the Student Travel Packet Checklist and the Trip Request Form must be completed and submitted along with trip justification and cost breakdown for approvals. Anticipated trip expenses along with trip itinerary and/or other information pertaining to the trip must be submitted to the Office of Student Engagement at least 45 days in advance of the trip. Exceptions to the forty five (45) day notice requirement will be made at the sole discretion and approval of the Vice President of Enrollment Services & Student Affairs or the Provost & Chief Academic Officer.

1. When approved, student and supervisor information must be obtained prior to the trip (Valid driver's license, medical information, and other info as required). The name, address, and telephone number of the trip supervisor must be completed and submitted as part of the travel package forms utilizing the CCAC Travel Information Form. This form also captures the student's name, emergency contact material and medical insurance information. The supervisor is required to maintain a copy of the appropriate form during the trip.
2. Any use of a College vehicle for transportation must adhere to the procedures set forth in the College's Vehicle Usage Procedures. If travel is within the area established in the Vehicle Usage Procedures, the supervisor is responsible for completing a Vehicle Usage Form and submitting the completed form to the Office of Student Engagement.
3. When renting a vehicle it is recommended that the trip supervisor use Enterprise/National Car Rental Company. CCAC has a contract with this vendor in which pricing is discounted and insurance is included. When renting a vehicle, the trip supervisor is responsible for contacting the rental company and making the arrangements and following up with a requisition in the purchasing system (only if they are using the above rental company). When using the contracted rental company use ID: XZ40730.

4. When a contracted bus service is needed, it is the responsibility of the trip supervisor to secure pricing and make the necessary arrangements. It is recommended that the trip supervisor contact the purchasing department to assist in getting a quote and securing the best price. A requisition will need to be entered in the purchasing system.
5. When a Regularly Scheduled Carrier is needed, it is the responsibility of the trip supervisor to secure pricing and make the necessary arrangements.
6. All participants traveling by air are required to purchase travel insurance to cover the cost of any non-refundable airline tickets. The participants are responsible for the cost of the travel insurance.
7. The trip supervisor will arrange hotel, airline and/or other transportation arrangements. Trip cancellation insurance is required to cover any non-refundable fees, deposits or costs. These can be charged to the supervisor's credit or debit card or they can wait until the advance is received. See *CCAC's Fiscal Administration Regulations, Section 6: Business Travel/Expense Reports & Reimbursement* for additional information.
8. The trip supervisor is responsible to develop a hotel rooming list, which must be submitted to the hotel and to the Office of Student Engagement. College employees and approved volunteers are not permitted to stay in the same hotel room with students. Questions or concerns relating to room assignments and gender identity should be referred to the College's Civil Rights Compliance Officer before assignments are finalized.
9. The meal sheet must signed by students when they receive their meal money allowance. Suggested breakdown: Breakfast \$10, Lunch \$10, Dinner \$15. Total \$35 per day if no meals are provided at the event. Completed meals sheets must be turned in to the Office of Student Engagement. Provided meals must be documented and subtracted from the total amount given to the student and supervisor. Employee reimbursement is governed by the *Fiscal Administration Regulations, Section 6: Business Travel/Expense Reports and Reimbursement*.
10. The trip supervisor will make arrangements for ground transportation to and from the airport.
11. Participating students must complete an Affirmation and Release Form and return the completed form to the Office of Student Engagement. A copy must also be given to the trip supervisor.

12. An Instructor Travel Release Form must be signed by the instructor acknowledging their approval when a class will be missed by a student participating in a trip. This form must be turned into the Office of Student Engagement and kept on record.
13. Upon completion of the trip, all receipts must be submitted as provided in the CCAC [*Fiscal Administration Regulations, Section 6: Business Travel/Expense Reports and Reimbursement.*](#)
14. Faculty members participating in the trip may elect to utilize funds provided under Article XXVI(B)(11) of AFT Collective Bargaining Agreement for travel associated with professional development activities to reimburse costs associated with their participation. In such cases, trip approval and expense reimbursement requests must follow the same procedures and be submitted on the same forms established for other AFT travel under the provision of the CBA. Trip approval forms will be subject to the same pre-approval process as applicable to other AFT travel under Article XXVI(B)(11).
15. At or prior to the end of each academic term, the Dean of Student Engagement shall notify the Campus Director of Safety and Security of all College-sponsored travel that took place during the term which involved an overnight stay of one or more nights. The notice must include the name and address of the location(s) used by the students, the number of nights of the stay, and the details of any rental or lease agreement associated with a facility used for extended stay trips.

VI. Conduct Expectations

All trip participants and supervisors are representing CCAC, and as such, must comply with the standards set forth in CCAC's Code of Student Behavioral Conduct and with applicable College policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the College's willingness to permit future similar activities.

If there are any violations or emergency situations during travel, it is the responsibility of the supervisor to report those violations immediately to the Dean of Students - Student Engagement and document them submitting an [Incident Report Form](#). If the alleged violation is, as determined by the trip supervisor in consultation with the Dean of Students - Student Engagement, severe enough that the student must be sent home, the student will be responsible for their return expenses.

VII. Travel Reimbursement

All travel reimbursements shall be in compliance with and adhere to the procedures set forth in CCAC's [*Fiscal Administration Regulations, Section 6: Business Travel/Expense Reports & Reimbursement.*](#)

STUDENT TRAVEL PACKET - CHECKLIST AND FORMS



STUDENT TRAVEL PACKET

Trip Supervisor	
Travel Date(s)	
Destination	
Purpose of Travel	

Local Travel (no funding request)		Local Travel (funding request)	
To be collected from students:		To be submitted by supervisor:	
<input type="checkbox"/> CCAC Affirmation and Release Form		<input type="checkbox"/> Trip Request Form * (include transportation estimate)	
<input type="checkbox"/> Instructor Travel Release Form (if missing classes)		<input type="checkbox"/> Expense Report Form * (upon conclusion of travel)	
		To be collected from students:	
		<input type="checkbox"/> CCAC Affirmation and Release Form	
		<input type="checkbox"/> Instructor Travel Release Form (if missing classes)	
		<input type="checkbox"/> Meal Sheet Form	

Overnight Travel			
To be submitted by supervisor:		To be collected from students:	
<input type="checkbox"/> Trip Request Form*		<input type="checkbox"/> CCAC Affirmation and Release Form	
<input type="checkbox"/> AFT Common Fund Request Form* (if applicable)		<input type="checkbox"/> Instructor Travel Release Form (if missing classes)	
<input type="checkbox"/> CCAC Travel Information Form		<input type="checkbox"/> Meal Sheet Form	
<input type="checkbox"/> Conference Agenda / Travel Itinerary		<input type="checkbox"/> CCAC Travel Information Form	
<input type="checkbox"/> Pennsylvania Driver's License or U.S. Passport			
<input type="checkbox"/> Hotel Cost Estimate			
<input type="checkbox"/> Hotel Rooming List			
<input type="checkbox"/> Transportation Estimate: Vehicle Usage Form, Rental Vehicle Invoice, Airline Cost Estimate, etc.			
<input type="checkbox"/> Expense Report Form* (upon conclusion of travel)			

Trip Supervisor Signature	Date
Dean of Students for Student Engagement	Date
Academic Dean (travel involving faculty)	Date
Executive Director of Business & Administration	Date
Vice President of Enrollment / Student Affairs	Date

*To be submitted via ChromeRiver

HOTEL ROOMING LIST

Date(s): _____

Organization/Group Name: _____

Contact Person: _____

Contact Phone # _____

ROOM: _____ Name _____

ROOM: _____ Name _____

ROOM: _____ Name _____

ROOM: _____ Name _____



VEHICLE USAGE FORM

DRIVER		Vehicle #	
DESTINATION		Pick Up Date	
PURPOSE		Return Date	
ORGANIZATION			

IMPORTANT -- NOTE TO DRIVER

In signing out this vehicle, you and your department are responsible for the following:

- 1 Bringing the vehicle back with a full tank of gas. Must have a receipt!
- 2 Keeping the vehicle clean. Inside of vehicle must be clean of all trash after trip.
- 3 Reporting any noticeable damage or vehicle concerns before and after trip.
- 4 All motor vehicle violations incurred.

An additional cost for vehicle use or losing privilege will occur if these conditions are not met.

Van signed out by: _____ DRIVER SIGNATURE

SECTION BELOW TO BE COMPLETED BY DRIVER

**** BEFORE TRIP ****

Noticeable damage / concerns: _____

Gas level

E		F
---	--	---

 Beginning Odometer Reading _____

**** AFTER TRIP ****

Noticeable damage / concerns: _____

Gas level

E		F
---	--	---

 Returning Odometer Reading _____

Driver initial upon return: _____

SECTION BELOW TO BE COMPLETED BY SECURITY / STUDENT LIFE

Inspected by: _____

Inspector's concerns: _____

RETURN KEYS AND COMPLETED FORM TO CAMPUS SECURITY OFFICE

CCAC Travel Information Form

Name _____ Age _____

Address _____

Phone: Cell/Home _____ Work _____

Physician's Name _____ Phone _____

Health Insurance Carrier _____

Policy Number _____

In case of an emergency, please contact:

1. Name _____ Phone _____

2. Name _____ Phone _____

Your Personal Medical History:

Please list any medications are you currently taking? _____

Please list any medications are you allergic to? _____

Please list any significant medical conditions _____

I authorize the release of this information whenever necessary by an authorized representative of the CCAC.

Participant's signature _____ Date _____

This form is to be carried by the trip supervisor at all times and is required to be completed by all (Employees and Students) traveling with CCAC.

This form will be kept confidential.

PLEASE COMPLETE AND RETURN TO STUDENT LIFE OFFICE

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
STUDENT AFFIRMATION AND RELEASES**

READ CAREFULLY BEFORE SIGNING

I _____ desire to take part in a student activities program offered by the Community College of Allegheny County (the "College") and hereby affirm that I have been advised and thoroughly informed of the dangers and risks involved in my participation in the activity. By signing this "Affirmation and Release," I certify that I am cognizant of those risks and dangers.

I understand and agree that neither the College, located in Allegheny County, Commonwealth of Pennsylvania, nor any employee or agent of the College may be held liable in any way for any occurrence in connection with this program which may result in harm, injury, death, or other damage to me, my family, estate, heirs, or assigns

In consideration of being permitted to participate in this program, I hereby personally assume all risk in connection with the program for any harm, injury, death, or other damage which may befall me while I am participating in the program, including all risks connected therewith, whether foreseen or unforeseen; and further, to save and hold harmless the College and its employees and agents from any claim by me or my family, estate, heirs, or assigns arising out of my participating in this activity.

I further affirm that I am of lawful age and legally competent to sign this "Affirmation and Release," or that I have acquired from my parent(s) or guardian(s) his/her/their written consent, a copy of which is attached hereto. I understand the terms herein are contractual and not a mere recital, and that I have signed this document of my own free will.

Student's signature also gives the Community College of Allegheny County, and those acting under its permission or upon its authority, the right and permission to use photographic reproductions or likenesses taken for the purpose of advancing the College.

This authorization and release covers the use of said material in any published form and any medium of advertising or publicity for an unlimited period of time.

This agreement represents in full all the terms and considerations and no other documents, statements or promises have been made to me nor have I been offered or accepted any remuneration for my voluntary participation.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THESE "AFFIRMATION AND RELEASES," BY READING IT BEFORE SIGNING.

Name (print) _____ Age _____

Address _____

Phone _____

Name of Activity/Campus _____

Date of Activity _____

Emergency Contact _____ Emergency Phone _____

SIGNATURE

DATE

Instructor Travel Release Form

Student Name _____
Class Name _____ **Class Number** _____
Dates of Trip _____ **Travel Location** _____
Trip Purpose _____

Time/Days of Class		Advisor Responsible for Travel	
---------------------------	--	---------------------------------------	--

Advisory Signature _____

I _____ am requesting to be excused from class on the travel dates
(Student Name)
listed above. I understand that I am responsible for completing any work missed. I also understand that it is my responsibility to coordinate any missed work with my instructor.

Student Signature _____

I _____, authorize the student listed above to be excused from class
(Instructor Name)
on the dates listed above. I have discussed the class work that will be missed and have spoken with the student regarding completing this work.

Faculty Signature _____

