

Student Club/Organization Travel Protocol and Procedures

St. Louis Community College is an educational institution that recognizes the importance of co-curricular education and events. In accordance with Administrative Procedures G.16.4 Travel and Off-site Activities, these procedures apply to trips sponsored by the Campus Life office and student clubs and organizations.

A College advisor or athletic coach must accompany students for any College sponsored travel.

Each Club/Organization must submit to Campus Life, a roster of the students who intend to travel.

Students seeking to travel must have a 2.0 cumulative Grade Point Average or higher. The club advisors will verify all students' academic statuses to ensure that all students qualify to travel and attend the event.

All participants must sign a release form. The student organization responsible for scheduling or sponsoring a field trip or travel activity will arrange for completion and collection of the signed release forms. Refusal to sign a release form may result in denial of participation in the travel activity.

The Club/Organization Advisor is responsible for completion and submission of all pre- and post-travel paperwork, receipts, and expense reports in a timely manner.

No travel accommodations and reservations can be made until all pre-travel paperwork has been submitted and approved by the Campus Life Office. Pre-travel paperwork will NOT be processed if the Student Club/Organization budget account does not have sufficient funds to cover the costs of travel, at the time of submission.

Following approval, all travel accommodations must be made through the Campus Life Office and the club advisor.

College Vans are no longer available. A cost optimization (*STLCC Trip Optimizer Worksheet*) must be submitted for Enterprise Rental. Access the form here:

https://forms.stlcc.edu/Forms_Library/EnterprisePreferredPartnership.pdf#search=enterprise

Drivers must be pre-approved through Risk-Management and are not allowed to drive for longer than 5 hours in a 24-hour period (*Administrative Procedure C.31 and Board Policies C.31*).

The Club/Organization Advisor is responsible for determining AND securing the appropriate number of approved drivers to arrive at their intended destination should transportation by automobile/van be the selected mode. ALL Advisors and Drivers are expected to know and adhere to the "Operation of a College Vehicles" Board Policies. (*Administrative Procedure C.31 and Board Policies C.31*).

Access the form here:

https://forms.stlcc.edu/Forms_Library/ApprovalToOperateCollegeVehicleReq.pdf#search=college%20vehicles

A per diem payment will be made to travelers in overnight travel status for meal and incidental expenses. Meal and incidental per diem rates are set by the IRS, published by the General Services Administration (GSA) for CONUS (Continental United States) and may be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>. The applicable rate page must be included in the request for reimbursement. First and last day of travel rates are provided by the GSA and differ from rates for other travel days.

Meals included in conference registration are deducted from the meal and incidental allowance at the per diem rate. **Receipts are NOT required.**

Meals for non-local travel that do not include overnight accommodations will not be reimbursed in accordance with IRS guidelines. For additional guidelines, please see *Administrative Procedures C.8*.

Student Club/Organization Advisors may request a temporary procurement card by completing a "Temporary Procurement Cardholder Memorandum of Understanding" form, **10 weeks prior to travel**. This will cover the costs of meals for both the advisor and the students during the travel. Receipts **of all expenses by students and the advisor must be presented with the expense report**. MOUs should be submitted to the Campus Life Office. Access form here: https://forms.stlcc.edu/Forms_Library/TemporaryProcardMOU.pdf#search=mou

No later than seven (7) days after the travel, an expense report must be filed by the Club/Organization Advisor, detailing all the costs for students and the advisor. Receipts for all hotel rooms, student meal allowances (if applicable), conference costs, attraction tickets, and parking fees must be included (if "PAID INVOICE" has not already been received by the College).

Hotel reservations must include the establishment's name, address and contact information, total number of rooms reserved, the confirmation number, and the name sent from the actual business (email confirmation or faxed invoice letter). Missouri hotels/lodging should not charge state tax but can charge city or occupancy taxes. Out-of-state hotels may choose to waive state tax, but the Club/Organization Advisor should determine this when booking the rooms.

Required Travel/Conference Forms for Student Club/Organization

Before any travel is approved, all forms must be submitted to the Campus Life office at least 8-12 weeks before scheduled travel. The College will not be responsible for, fund, or acknowledge students who travel on their own, and the use of the College's name will not be permitted.

BEFORE TRAVEL

1. Submit a *Request for Travel Authorization Form* for the Club/Organization Advisor
 - a. Please have all appropriate Deans & Supervisors sign the form before submitting to the Campus Life Office.
 - b. Access the form here: <http://forms.stlcc.edu/default.aspx>

2. Submit a *Student Detailed Cost Breakdown Form*, including a list of all students planning on participating in travel
 - a. Must Include full name exactly as it appears on State ID
 - b. Must Include students' A-numbers
 - c. If flying, MUST include each individual student's date of birth
 - d. Please include the following when submitting form
 - i. Invoice or Confirmation Letter/email from Hotel
 - ii. Invoice from Museum, Theatre, etc., regarding admission fees/ticket prices
 - iii. Registration forms for all attendees of the conference
 - iv. Airfare Information for everyone who is traveling (when applicable)
 - e. Access the form here:
<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:cdd6a147-272a-439a-aa83-7dff01076bdc>

3. Submit a *Release & Waiver of Liability Fieldtrip* form, found here:
[sectionhttps://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:a5f4c6d2-fedb-4db8-a909-fc696bbdb29a](https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:a5f4c6d2-fedb-4db8-a909-fc696bbdb29a)

4. Submit *Temporary Procurement Cardholder Memorandum of Understanding*, found here:
https://forms.stlcc.edu/Forms_Library/TemporaryProcardMOU.pdf

5. If driving, submit a *STLCC Trip Optimizer Worksheet*. Enterprise Rental Drivers must have an Approval to Operate a College Vehicle on file with Jana Kell at Corporate College.
 - a. *Request for Approval to Operate a College Vehicle* (required for vehicle rentals through Enterprise). Access the form here: <http://forms.stlcc.edu/default.aspx>

- b. Complete the *STLCC Trip Optimizer Worksheet for Enterprise Partnership* form found here: <http://intranet.stlcc.edu/>
6. Submit an itinerary/description of conference and/or educational event to substantiate use of College student funds. Description must include a list of the Student Learning Outcome(s).
7. Submit the *Trip Chaperone Agreement* form, found here:
<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:9a120d57-8902-4d75-bd7a-8bd093d59169>
8. Submit the *Student Behavioral Guidelines and Contract*, found here:
<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:063bdeedf-e0f7-4797-80df-46b1254dd73a>
9. Submit the *Emergency Contact Information for Student Clubs/Organizations* form found here:
<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:f0acf443-1568-4c43-ad36-d9d32a20f121>

Please note: Once submitted to the Campus Life Office, forms will be forwarded to (1) the Manager of Campus Life, (2) the Vice-President of Student Engagement, and (3) the Manager of Business Services for approval. The Campus Life Office will notify the Student Club/Organization Advisor that the travel request has been approved. At that time, and not before, the Club/Organization can move forward with preparing for hotel lodging and transportation.

AFTER TRAVEL (No Later than Seven (7) Days AFTER Travel)

1. Advisor submits completed *Expense Report* (Local or Non-Local) and submits ALL supporting documentation to the Campus Life office:
 - a. PAID Receipts from Conferences/Admission Tickets for Museums, Theatres, etc.
 - b. ZERO-BALANCE hotel invoices (“Zip” or “Express” check-out documentation will NOT be accepted)
 - c. Documentation of funds received by students (when applicable)
 - d. Copy of official conference agenda/program or travel itinerary for educational event
 - e. All receipts for gasoline, parking, or ground transportation (taxis, trains, subway, etc.)
 - f. Advisor and students return Temporary Purchasing Card to Cashier Office
 - g. Access Expense Report here: <https://forms.stlcc.edu/default.aspx>