COLLEGE SPONSORED STUDENT TRAVEL

I. PURPOSE

This procedure will regulate student travel that is organized and sponsored by the college. The student travel procedure provides provisions that address different modes of travel likely to be used by students and safety issues related to student travel.

II. LEGAL REFERENCE

Pursuant to Section 51.949 of the Texas Education Code governing boards of institutions of higher education, including public colleges, shall adopt a student travel policy.

III. POLICY

The Board of Trustees authorizes the use of college funds for student travel as deemed appropriate by college administration. Student travel expense is subject to college travel regulations.

(POLICY APPROVAL: 1-15-13, Board of Trustees)

IV. DEFINITIONS

A. Curricular travel - Activities directly related to instruction.
B. Extra-curricular travel - Activities not related to a specific program of instruction.
C. Inter-collegiate travel – Activities related to athletic programs.

V. PROCEDURES

A. Student travel is authorized and approved by the appropriate supervisor, using the Student Trip Approval/Vehicle Request Form located on the college intranet.
B. Out-of-state student travel must have prior approval by the college president.

VI. GUIDELINES

A. All student travel must first be approved by the appropriate administrators as indicated on the Student Trip Approval/Vehicle Request Form (available on the WCJC Intranet). The approval process must be completed at least three (3) weeks prior to the departure date.
B. College travel Regulation 482 and 484 must be followed for travel advances or reimbursement of expenditures.
C. Prior to the travel activity the instructor/sponsor provides students with a completed Student Absence form (located on the college intranet) verifying participation in a college-sponsored activity. It is the responsibility of the student to present the completed form to his/her instructors before the absence.
D. Prior to each curricular and extra-curricular travel activity (excluding inter-collegiate athletics); students must complete the Student Travel Participant Agreement form provided by instructor/sponsor. The signed Student Travel Participant Agreement forms are forwarded by the instructor/sponsor to the Office of the Vice President of Student Services.
Students participating in inter-collegiate athletics must complete the Student Travel Participant Agreement form at the beginning of each semester. The signed Student Travel Participant Agreement forms are maintained by the Athletic Director.