

Effective: 09/09/2019

When students travel, the College distinguishes between travel required (in course syllabus) and voluntary (all other student travel) activities. All forms are to be signed and submitted to Financial Services no later than 14 days prior to the scheduled date(s) of travel.

"Request for Travel" (no MCC form number)

The "Request for Travel" form is to be completed by employees for all travel; it is completed for student travel when money is associated with the travel (registration fees, accommodations, meals, etc.). If an employee is traveling within the County and has a blanket travel requisition completed for the current fiscal year, the employee does not have to complete a new travel requisition when traveling with students within the County.

"Student Travel Authorization Request Form" (MCC-364; current revision date 08/19)

The "Student Travel Authorization Request Form" is used for both student curriculum and club/organization travel. Multiple dates and destinations may be listed on MCC-364 form. The dates/destinations can be changed or deleted; however, new dates cannot be added to a form that has been approved. A new form should be submitted when additional travel date(s) are planned. If dates have not been scheduled, but destinations are listed in the syllabus, the destinations can be listed with the dates to be provided five days prior to travel.

For Clubs and Organization travel, the Coordinator of Student Activities and the Vice President for Student Services approve and date the request. For travel related to a class, the division Dean/Director and Vice President (Continuing Education or Instruction) approve and date the request. After the appropriate approvals, MCC-364 should be forwarded to Financial Services.

When student travel results in a *class being missed*, forms are filed first with the Vice President for Instruction and second with the Vice President for Student Services.

"Liability Waiver for Student Travel Form" (MCC-441; current revision date 08/19)

The "Liability Waiver for Student Travel Form" is required for any student traveling on a voluntary trip sponsored by the College. The Waiver should also be completed by any non-employee who will be accompanying or chaperoning the trip. For a required activity, the "Student Travel Liability Waiver" form is **not** required.

College Vehicles

If a College vehicle is required for travel, prior reservations must be made according to MCC College Vehicles Policy FAC 10.03.

- Adjunct and part-time staff must check with Financial Services prior to the travel date if they are driving.

College-Sponsored Student Travel

Procedure SS 07.04

The College does not authorize students to drive other students on course-sponsored nor voluntary travel. Exceptions are made for Public Safety courses in which students/cadets drive with other students as part of the training within the coursework of the class.

Forms

Request for Travel Form -Financial Services (all travel)

Student Travel Authorization Request Form (MCC-364; current revision date 08/19)

Liability Waiver for Student Travel Form (MCC-441; current revision date 08/19)

While on campus this policy can be viewed by accessing Human Resources on SharePoint.