Amarillo College
Procedures for Student Travel

Note: Any instance of student travel, whether utilizing College funds or through personal or external funding, requires completion of a Request for Travel Authorization. The request form should be forwarded to the Director of Student Activities after departmental signatures are obtained. Travel waivers must be completed by each traveling student, and the waivers must be delivered to the Student Activities Office prior to departure. (Different rules may apply for travel related to course requirements).

Request for Travel

1. The appropriate faculty member, club or organization sponsor, or other college employee (hereafter know as ‘sponsor’) is responsible for completing all travel forms and securing all approvals for student travel before the travel occurs.

2. A ratio of one sponsor to ten students is suggested.

3. A Request for Travel Authorization form should be submitted to the Director of Student Activities at least 2 weeks prior to the travel date. Signatures of the sponsor, the department chair and Deans indicate approval of the travel.

4. Tasks to be accomplished (if applicable) before completing the Travel Authorization Form:
   a) Hotel reservations – personal credit card may be used, or the sponsor can request a check made payable to the hotel. Receipts should be submitted upon return.
   b) Airline reservations – should be made well in advance of the travel to secure the lowest possible fares. Note** If immediate reimbursement is needed, a partial Travel Expense Statement can be completed after reservations are made.
   c) Advance Registration – registration information, as requested on the Travel Authorization Form, should be included, and completed registration forms attached. The Business Office will process a check, which will be sent with the registration forms by the deadline. Receipts should be submitted upon return.

5. Other expenses to be considered:
   a) Mileage – when sponsors drive their own automobiles or a college vehicle, the standard mileage chart will be used (available in AC Business Office). The amount of reimbursement will be calculated based on the approved mileage rate in effect at the time of travel. Gasoline receipts should be submitted upon return. (When using a college vehicle for official student travel, gas expense only will be charged.) Drivers License copy should be on file with the Physical Plant. For additional information regarding driver requirements, safety standards, and driver fatigue, consult the Board Policy Manual, policy CJ – Transportation Management.
   b) Out-of-town taxi or shuttle – charges may be reimbursed, with receipts, where reasonable.
   c) Car rentals – **must be approved prior to travel** – receipts should be submitted upon return.
   d) Meals – sponsor is entitled to receive per diem of $30 per day – no receipts required. Students are usually responsible for their own meals.

6. Every student traveler **MUST** complete and sign the Waiver of Liability. Completed waivers must be returned to the Student Activities Office prior to travel. This form may be duplicated as needed. (Form located on www.actx.edu/activities - Club Sponsor Resources). **Students who wish to drive their own vehicles for any school related trip or activity must have permission from the club sponsor and /or department chair. Once approved, the student driver and passengers must complete the Authorization for Student Travel in Personal Vehicles form.
7. All traveling students must be informed of the Student Code of Conduct and consequences of violation as printed in “Student Rights & Responsibilities”. This publication is available on the Amarillo College web page or in the office of the Associate Dean of Enrollment Management.

8. Other items to discuss with traveling students:
   a) Sponsor expectations of the students
   b) Appropriate curfew hours (if applicable)
   c) Safety precautions – ex. seat belts
   d) System of communication – cell phone #’s etc.
   e) Additional student travel policies

9. Sponsors should inform their division office of emergency contact information.

Sponsor Responsibility While Traveling

1. Sponsors are responsible for accompanying students and being available to assist and advise students to make travel as safe and meaningful as possible. Sponsors are not responsible for being with all students at all times at travel destinations, but sponsors are to remind students that College policies and procedures are in effect at all times.

2. Keep all required receipts. Telephone and movie expenses will not be reimbursed. (It's usually a good idea to turn student room phones 'off' in order to prevent all outside calls and have student pre-pay any movies).

3. Keep a list of students’ and college phone numbers. In case of emergency, the FIRST contact should be the Amarillo College Campus Police, at 371-5163, who will advise the sponsor of procedures.

Student Responsibility While Traveling

Student travel is a college activity; therefore all college policies, procedures, and regulations apply. The Student Code of Conduct, as printed in “Student Rights & Responsibilities”, is in effect at all times while students are traveling. Although sponsors accompany students, students are adults and are responsible for making wise decisions about their health and safety. However, students should consult the sponsor for guidance and MUST follow directives from the sponsor.

After Travel

Within 10 working days after the completion of student travel, the sponsor must submit a Travel Expense Statement to the Director of Student Development and include all appropriate receipts for both sponsors and students.

IF EXPENSES EXCEED FUNDS APPROVED FOR STUDENT TRAVEL, THE COST OVERRUN WILL NOT BE SUBSIDIZED, BUT WILL BE CHARGED TO THE DEPARTMENT BUDGET OR PAID BY THE INDIVIDUALS WHO CREATED THE DEBT.