



Club Travel Packet

2017-2018



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When students are participating in an official club event that requires off-campus travel, there are a few specific guidelines to follow:

- The club advisor, or another designated faculty or staff member, must join the students on the trip and be present during the entire length of the program.
- Each student is required to complete and sign an informed consent form. Copies of the form will be maintained in the Office of Student Life. The advisor accompanying the students should take the original consent forms on the trip in case there is a situation that requires them to use the emergency contact information provided by the students.
- An Office of Student Life Request for Advance Travel Form must be submitted for each student, faculty, and/or staff member at least one month in advance of the trip.
- Students participating in official Grays Harbor College events that take place off-campus are subject to all the rules and regulations outlined in Grays Harbor College code of student conduct, including its Student Rights and Responsibilities code (WAC 132B-120-065 and 132B-120-075).

Modes of Transportation

- **College-owned vehicle.** To secure a college-owned vehicle, complete a Van and Advisor information form and submit it to the Director of Student Life. A Grays Harbor College employee must be on the trip.
- **Privately-owned vehicle.** If using a privately-owned vehicle, keep track of mileage to include on the Travel Expense Voucher.
- **Air travel or other methods.** If using air travel or other methods, contact the Director of Student Life prior to making arrangements. Grays Harbor College has a contracted travel agency. All air travel must be approved by the Grays Harbor College Administration and booked through the Business Office.
- To receive reimbursement of pre-approved travel expenses, please submit a Travel Expense Voucher to the Director of Student Life upon returning to campus.

Student Travel Policy:

- Students need to be maintaining a minimum of a 2.0 cumulative GPA to attend any travel.
- If a student commits to a trip and registration and/or flights are arranged, and the student backs out of the trip, the student could be held responsible to pay for all of the expenses. This will be determined by the club and the Office of Student Life.
- If students are traveling with the college for conferences, students are required to travel to and from with the group unless prior arrangements have been made well in advance.
- Students cannot be forced to sleep in a bed with another student. Members of a group can choose to sleep more than one student to a bed, but no student can be forced to do so. One student to one bed.

If your club/organization is planning to attend a workshop/conference or go on a retreat, all information regarding the event must be submitted to the Office of Student Life at least **one month** prior to the event or conference registration deadline in order for the proper paperwork to be submitted and payment processed on time. International trips need to be approved at least 2 months in advance.

Conferences

- When attending workshops/conferences, please turn in the Request for Advance Approval of Travel at least **one month** prior to the registration deadline. The Office of Student Life will make all arrangements for registration and travel.
- Cash Advance for Student Programs Travel covering meals that aren't included in conference registration
- Other items that need be included with your Travel Paperwork:
 - A list of all students (with Student ID numbers) attending the conference.
 - A completed registration form for the conference
 - A conference agenda
 - All persons registered for the conference must be enrolled for at least 1 credit at the time of registration and the conference.
 - A consent form signed by each participating student (if under 18, a parent/guardian signature is required).

Retreats/Field Trips

- When planning a retreat or field trip, meet with the Office of Student Life at least **TWO MONTHS** prior to the event.
- Items you will need for your retreat/field trip from campus are:
 - Retreat agenda, which must reflect the *educational benefits* of the retreat or field trip
- All persons planning to attend the retreat must be enrolled for at least 1 credit at the time of approval and the retreat
- **** Retreats and field trips should not be held at "resorts" or facilities perceived as purely "recreational."** Current OFM regulations require that meetings be held at state-owned facilities, even if the off-site location is donated or free. Please see the Student Life Office for more details regarding off-campus facilities requisition.

Trip Details/Paperwork Review Meeting

At least three (3) weeks prior to the trip, participating students and advisors will meet with the Office of Student Life staff to sign any necessary forms and review all the travel arrangements. ****** If more than three (3) students/advisors are going on a trip, only the advisor and student representative to attend this meeting.

Pre-departure Meeting

At least two (2) days prior to the trip, all students and advisors will meet with the Office of Student Life staff to review the travel arrangements, pick up their travel advance checks (if applicable), and discuss any questions.

Meal Rates

There is a per diem rate that is used when going on a trip for the amount of money received to go towards food. Meals can be paid from club funds. You will need complete the Advance for Athletic and Student Activities Travel form. The meals rates are:

Breakfast: \$7

Lunch: \$10

Dinner: \$13

Snack: \$2

Upon Return

The next business day following the trip, receipts from the hotel, van rental, mileage and any other miscellaneous expenses must be submitted to the Business Office.

Student Organization Approval for Travel

Please attach a copy of the conference or retreat agenda and registration forms that include specific written information to verify the meeting dates, location, fees, etc. A field trip authorization form should also be completed that includes a list of students/advisors planning to attend.

The Office of Student Life will prepare necessary forms.
This form is due 1 month (30 days) prior to your event/trip.
If international travel, this form is due 2 months prior to your event/trip.

Club Representative: _____ Today's Date: _____

Club/Organization Name: _____

Email Address: _____ Phone Number: _____

Trip Information – Name of Conference/Retreat: _____

Location: _____ Date(s) of Trip: _____

Purpose of Trip:

How does this trip fit with the purpose of your club/organization and what do your members expect to gain from this experience?

Estimated Expenses:

(Please give approximate costs. The Office of Student Life staff will make all travel/lodging arrangements and meet with the advisor and student rep. to review actual costs.)

Transportation:

Air Fare: _____ **OR** Vehicle Mileage: _____ **OR** Van Rental: _____ \$ _____

***If requesting air travel, please include date and time for flight reservations.*

Date: _____ Time: _____

Return Date: _____ Return Time: _____

***The college van can also be reserved. If you want to request the van, please write in driver(s) names:*

Lodging Information:

Name: _____ Number of days: _____ \$ _____

Phone: _____ Number of rooms: _____

Address: _____

Meals:

Number of days: _____ (the following number of meals should be based on one person) \$ _____

Number of breakfasts: _____ X \$7.00

Number of lunches: _____ X \$10.00

Number of dinners: _____ X \$13.00

Total people on trip: _____

Registration:

Registration fee per person (student): _____ Number of students: _____ \$ _____

Registration fee per person (advisor): _____ Number of advisors: _____

Miscellaneous:

Taxi, parking, ferry, etc. (please list any expected costs) \$ _____

Budget Code to be charged: 522-264-1G _____ **522-264-2G** _____

Club Representative Signature: _____

Date _____

Club Advisor Signature: _____

Date _____

Request for Advance Approval of Travel Information

The club advisor attends all club trips or makes arrangements for staff supervision if unable to attend. A van certified employee or student must drive the college vehicle.

Name of Club: _____

Date of Travel: Depart: _____ Return: _____

Destination: _____

Purpose of Trip: _____

Driver(s) Name(s): _____

Advisor's name: _____

Advisor's signature: _____

Phone Number: _____

Date Submitted: _____

Field Trip Participants List everyone who will be participating in the field trip and their status. (Instructor(s), students, chaperones, others)	
Participant Name	Status
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	