

## East Georgia State College Trip Approval and Travel Policy

Adopted by President's Cabinet October 30, 2012

### Trip Approval

All travel opportunities sponsored by East Georgia State College (Study Abroad, non-academic travel excursions, student club travel, field trips, etc) must be planned well in advance of the trip date so as to obtain the prior approvals and forms. The approval process should proceed as follows:

**Trip Proposal:** The Trip Leader must submit a trip proposal to his/her immediate supervisor. This should be initiated at least 90 days prior to overnight travel in the US; and initiated at least one year prior to travel abroad. Day trips should be initiated at least 30 days in advance. No contracts for transportation, travel, event admissions, etc may be signed, advertisements circulated, registration forms or fees collected without first obtaining prior approval for the trip from the President using the procedures outlined in this policy.

The proposal must include:

- (a) a description of the purpose of the trip;
- (b) names and duties of the Trip Leader and the chaperones/instructors, include justification for chaperone numbers and selection;
- (c) approval of Travel Request/Leave Request of Trip Leader and chaperones by his or her supervisor;
- (d) description of the target audience,
- (e) minimum and maximum participant numbers,
- (f) academic credit proposal, if applicable,
- (g) budget with contingency/emergency fund, (indicate if meal reimbursement requested)
- (h) itinerary with transportation, lodging and event information
- (i) all supporting documents for expenses,
- (j) Proposed flyer, brochure, and all promotional materials;
- (k) student trip information session (prior to registration); copy of draft submitted
- (l) Orientation and informational meeting(s) prior to departure.

Following immediate supervisor approval, the trip proposal will be routed by the Trip Leader to Legal Counsel/Chief of Staff for review and routing. Depending on the nature of the trip, additional approvals from the below departments may be needed using the following guidelines:

- **Student Life:** (Donald Avery) for all non-academic student travel, club fundraisers, etc.
- **Alumni, Development and External Affairs:** (Elizabeth Gilmer) student fundraisers
- **Academic Affairs:** (Dr. Tim Goodman) if academic credit offered, if Trip Leader, instructor/chaperone is faculty or Division Chair
- **Business and Finance:** (Cliff Gay) review of budget, student club accounts, trip fees, tuition, travel, travel contracts, reimbursement requests
- **Legal Affairs:** (Mary Smith) waivers, emergency forms, FERPA, travel contracts for lodging, transportation, travel activities, etc.
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After each unit reviews the trip proposal, any additional information, requirements, denials or approvals will be noted on the Trip Approval Form. The Trip Leader will be advised of the status of the trip proposal. After all appropriate units have reviewed and approved all conditions, the trip proposal will be sent to the President for review.

**Review by President:** The President or his designee will review the request for trip approval and inform the Trip Leader of the decision.

**Procedures After Trip Approval:** Following trip approval, advertisements, fundraising events, pre-registration information sessions, registration, final trip arrangements, and financial commitments may occur. The only individuals authorized to sign contracts on behalf of East Georgia State College are: the President and Cliff Gay, Vice President for Business Affairs.

Prior to departure the Trip Leader must:

- (a) Hold an orientation and informational trip briefing, provide each participant with itinerary and obtain the appropriate waivers and forms as determined by the trip approval form,
- (b) All participants must provide cell numbers to trip leaders;
- (c) Trip Leaders must travel with medical information and cell phones for all participants on his/her person during the trip; and
- (d) Provide a list of students and chaperones cell numbers with EGSC immediate supervisor on campus.

**Travel Procedures**

The Trip Leader must follow the practices and procedures detailed in the East Georgia State College Travel Policy when making travel arrangements, traveling, and submitting travel expense reimbursement. Trip Leaders and chaperones must fulfill the duties of a supervisor including leading the group's activities according to the itinerary, directing transportation, securing lodging and meals, and providing information to participants concerning any changes or contingency plans in any of the above arrangements.

Additionally, while traveling on an East Georgia State College sponsored trip, all employees and students of East Georgia State College are expected to adhere to the standards of behavior and Code of Conduct as outlined in the policies and procedures of the College.

**ARCHIVED**  
For an up-to-date copy, go to the policies and procedures page on the EGSC website