

## STUDENT ORGANIZATION TRAVEL PROCEDURES

### I. PURPOSE

Casper College supports co-curricular student learning and encourages participation in student clubs/organizations. The College encourages student organizations to take advantage of events off campus that enhance their education such as conferences, cultural trips, competitions, and special events. To promote a safe travel experience, the following procedures have been established for students traveling as a representative of a Recognized Student Organization (RSO).

These guidelines do not apply to individual student travel for the purpose of internships, practicums, observations, or other required off-campus class assignments not funded by the College. Students traveling to athletic or other College events as spectators are also exempt.

### II. DEFINITIONS

*A Recognized Student Organization (RSO)* is one that has been formed for educational, professional, social, recreational or other lawful purposes and derives all of its membership and leadership from Casper College or other affiliated universities. An active RSO is required to provide the Student Senate with a copy of the organization's constitution, a list of the current officers, and the name of the current employee sponsor.

*A College sponsored event or activity* is one that is initiated, planned and arranged by a member of the College's faculty or staff, or by members of an active RSO, and is approved by an appropriate administrator, and/or an activity or event that is managed and financially supported by the College.

*A current student* is one who is currently registered/enrolled at Casper College and/or other affiliated universities on a full- or part-time basis, whether taking the class(es) for credit or noncredit.

*An appropriate administrator* is a Vice President, Dean, Department Head or Director, or his/her authorized designee.

### III. GENERAL GUIDELINES

- A. Travel by a Recognized Student Organization, must be consistent with the group's constitution, and Casper College's mission. Travel should be planned so it does not create an undue interference with academic responsibilities.
- B. Student organizations are required to have an advisor (leader) traveling with them. The travel leader must be a College employee who has received appropriate administrator approval.
- C. The Casper College Student Conduct Code applies to all on- and off-campus activities, events, and travel. The travel leader should discuss the Conduct Code with students prior to departure.
- D. Casper College vehicles are to be used for student travel transportation. Submit a Vehicle Request form to the Physical Plant office as soon as travel dates are established. College personnel may elect to take their own private vehicles if prior approval is secured. If a College vehicle is available but a private vehicle is used, the College will reimburse at a rate set by the College as of July 1 for the current fiscal year.

- E. Approval from the Office of Human Resources is required prior to driving a College vehicle. A copy of your Wyoming driver's license and a report of your driving record from the State of Wyoming must be on file with HR. Special training is required for transporting large groups using the College's "people mover" vans. A bus driver may be hired at additional cost to the group/organization. It is VERY IMPORTANT to allow enough time for these activities before you plan to travel.
- F. The College Insurance policy does not cover drivers under the age of 21. If there's a possibility that a student might drive a Casper College vehicle, he/she must be 21 and also have his/her Wyoming driver's license and State of Wyoming driving record on file and be approved by the HR office.
- G. A travel cash advance to pay for meals, hotel rooms, and gasoline is available from the Accounting and Financial Management Office for activities/organizations that have a College budget account and/or an Agency account. An allowance to compensate for meals (including taxes and tips) and incidentals (fees and tips given to hotel staff, baggage carriers, and porters) that travelers incur while on student travel. Meals (excluding continental breakfasts, receptions, and snacks) provided gratis during an event already paid for by the college (conference/workshop/training, airline travel, etc.) must be deducted from the per diem. Sponsors may pre-approve exceptions to the gratis rule for dietary or religious reasons.

Travel leaders may use P-cards for M&IE (meals and incidental expenses) purchases for student travel or they may provide students with a per diem. If travel leaders pay for group meals with a P-card, the travel leaders may also use the P-card to pay for their meals at the participant's per diem rate.

Itemized receipts are required when using a p-card. The receipt must indicate the number of students and employees who ate. Each student must sign verifying any per diem they received.

M&IE purchases may not exceed the per day maximum GSA rate, per student no matter the payment method. Go to [www.gsa.gov](http://www.gsa.gov) for the GSA M&IE per diem rates for domestic travel. Go to the U.S. Department of State website at <https://www.state.gov/> for international per diem rates.

Meals are eligible for per diem or reimbursement based on the following travel time schedule.

Travel begins before 6:00 a.m.	Breakfast reimbursed
Traveling between noon and 1:00 p.m.	Lunch reimbursed
Travel ends after 7:00 p.m.	Dinner reimbursed

Travel time begins upon departure of the group from the Casper area and ends upon arrival back to the Casper area.

Travel time that involves flying out of the Casper airport begins two hours before the flight departs and one hour after the flight arrives at the final destination.

- H. Travel Advances: Employees may obtain a cash advance from the college to pay for official travel costs that cannot reasonably be charged to a P-card or for employees who have not been assigned a P-card. Cash advance requests must

correspond to actual anticipated expenses. Cash advances of less than \$100 are not allowed. The college is not responsible for loss or theft of a cash advance.

- I. Travel Expense Report. Travelers use this form to submit travel expenses for reimbursement. The form is available on the Casper College forms website.
- J. Reimbursements are possible, but are discouraged, for any Casper College employee sponsoring college-related travel. Except in special circumstances, Casper College employees are expected to report expected travel expenses for college activities in advance to the Accounting and Financial Management Office.

- IV.** Complete and file the **Casper College Student Travel Authorization Request** and the appropriate **Student Travel Release Forms** with the office of the Vice President for Student Services at least **ONE WEEK** prior to any travel. Student travel **cannot** take place without prior approval and completion of this process. The travel procedures have been implemented to afford **you**, the College, and the students some form of protection should any unforeseen circumstances arise.

The **Travel Authorization Request** must be filled out completely with appropriate signatures and include a list of all students traveling as well as their student ID number. Other documentation which must be submitted includes:

- **AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT (ADULT, OR MINOR IF UNDER THE AGE OF 18)**
- **RELEASE AND INDEMNIFICATION AGREEMENT (ADULT, OR MINOR IF UNDER THE AGE OF 18)**
- **STUDENT REQUEST TO DRIVE A PRIVATE VEHICLE IF APPROPRIATE**

It is strongly recommended that all students traveling with a club/organization or in conjunction with a class activity should have personal health insurance.

Travel insurance can also be obtained through Travel Guard at

<https://buy.travelguard.com/tgi2/pct/default.aspx?br=tgdirect&pc=PCTDS-PGS&intcmp=clc-001-Nav-1-GetQuote>