

- Provided copies of travel information to OSOL
- Submitted a Reimbursement Proposal form for cost of travel

Car/Mini-Van

- Contacted OSOL and made appropriate car rental reservations.
Reservation # _____

Bus

- Made individual travel arrangements
- Provided copies of travel information to OSOL
- Submitted a Reimbursement Proposal form for cost of travel

Lodging:

Hotel/Motel: _____ Reservation # _____

- Contacted preferred housing site and place reservation(s).
Use individual/ personal credit card to confirm reservation hold. Individual credit card(s) will not be charged when placing a hold on reserved rooms.
- Requested an invoice for the total cost of reservation(s) be faxed to the Office of Student Organizations and Leadership.
- Completed a Check Request Proposal form and attached invoice.
- Received check from OSOL for hotel payment.

| | | |
|-------------------------------------|----------------|------|
| Printed Name (Organization Contact) | * Signature | Date |
|-------------------------------------|----------------|------|

| | | |
|------------------------|----------------|------|
| Printed Name (Advisor) | * Signature | Date |
|------------------------|----------------|------|

** By signing, I agree that I was involved in and fully aware of this trip planning process.*

Travel Checklist

This checklist should serve as a guide for all travel and logistical planning. All paperwork should be completed and submitted to the Office of Student Organizations and Leadership no later than 20 business days (4 weeks) prior to departure. OSOL will not process any financial requests for payment without first seeing evidence of funds available in the student organization account.

Destination: _____

Dates of travel: ____/____/____

Flight Information: Depart: ____/____/____ Flight # _____
Return: ____/____/____ Flight # _____

Car Vendor: _____ Reservation# _____

Hotel: _____ Reservation # _____

Paperwork:

- Submitted Travel Request Proposal to OSOL Date submitted: _____
- Completed and Signed Proposal Form
- Completed Request for Travel Form
- Attached additional travel information
 - Names of participants, OASIS ID #s, local addresses, phone numbers, email
 - Itinerary and dates of travel
 - Costs and method of travel
 - Costs and location of housing
 - Total cost for travel
- Attached Advisor Letter of Support
- Attached all Travel Agreement Waiver and Release forms

Registration:

- Submitted Check/P-Card Request Form for Conference Registration payment.
 - Completed and attached all registration forms
 - Included appropriate conference literature

Mode of Travel:

Plane Carrier: _____ Reservation # _____

- Option A: Provided OSOL with all traveler information (Name as appears on ID, OASIS ID#, phone #, email)
- Provided OSOL with preferred departure and arrival airports, dates and times.

Option B: Made individual travel arrangements

IX. Compliance

Students and organizations that participate in organization travel are required to abide by all OSOL, College, state and federal laws, policies and procedures. Failure to comply may lead to one or more of the following sanctions:

- a. Suspension of student organization and/or travel.
 - b. Restrictions against specific students from participating in future group travel.
 - c. Student disciplinary action in accordance with college policy.
 - d. Employee disciplinary action in accordance with college policy
-

I, _____ have read and agree to abide by all policies and procedures
(Printed) Organization Contact outlined in this Travel Policy on _____.
Date

Signature

I, _____ have read and agree to abide by all policies and procedures
(Printed) Advisor Name outlined in this Travel Policy on _____.
Date

Advisor Signature

B. Privately Owned Vehicles

- a. The Office of Student Organizations and Leadership discourages the use of privately owned vehicles for extended organized student/group travel.
- b. Drivers of privately owned vehicles must have a valid state driver's license and possess personal automobile coverage as mandated by the State of Illinois, and their vehicles must have current registration. Copies must be submitted to OSOL.
- c. The owner, driver, and passengers of private cars assume liability in the event of accidents.

C. Air Travel, Bus and other commercial carriers

- a. Students traveling by commercial transportation, whether domestic or international must comply with all regulating travel and rules of the specific carrier.

D. International Travel

- a. Students traveling to locations outside of the United States are responsible for satisfying all international travel requirements, including obtaining a valid passport, obtaining health and other insurance, establishing safe points of contact in the host country and following travel advisories issued by the United States Department of State, the host country or other recognized international organizations.
- b. OSOL does not fund the purchase of passports, insurance or immunizations for international travelers.

E. Additional Safety Guidelines

- a. Drivers and passengers must wear seat belts at all times. The number of occupants in the vehicle must not exceed the number of seat belts.
- b. Drivers must obey speed limits and reduce speed in adverse weather conditions.
- c. Drivers must obey all local, state, and federal laws when operating vehicles.
- d. Drivers are prohibited from driving under the influence of alcohol or illegal drugs.
- e. Drivers and passengers are prohibited from transporting or possessing alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons during student organization sponsored travel.
- f. Drivers are banned from using cell phones while driving.
- g. The vehicle's gross vehicle weight shall not exceed manufacturer's recommendations.
- h. Luggage shall not be carried on the roof of the vehicle.

VII. Lodging

Student organizations participating in extended and/or overnight travel must make arrangements for motel/hotel accommodations. All traveling participants must stay together at a designated lodging location. Organizations should refer to the conference/workshop literature for recommended accommodations.

VIII. Medical Coverage

The Office of Student Organizations and Leadership assumes no responsibility for medical coverage for student travelers. It is recommended that each student, staff or faculty member have their own medical and accident insurance. Any costs not covered by insurance will be the responsibility of the traveler. Insured travelers must carry their insurance cards with them at all times.

- b. Failure to raise funds to cover 100% of the associated travel costs 15 business days (3 weeks) prior to departure will result in cancellation of travel.

B. Fundraising

- a. Organizations are required to fund-raise a minimum of 35% of the total amount to be applied towards travel expenses.
- b. The SOC will match up to \$500 fundraised throughout the academic year.
- c. Organizations may seek donations from companies, vendors, corporations or individuals from outside of Columbia College Chicago with PRIOR approval from OSOL.
- d. Organizations may NOT seek donations from internal departments or offices. Exceptions will be given to those organizations given express permission by OSOL.
- e. Organizations may seek additional travel funding from the SGA or SOC, as outlined by their respective policies and procedures.

C. Travel Expenses

- a. Organizations are encouraged to properly plan and account for all possible travel expenses, including but not limited to registration fees, mode of travel, housing, food, gas, etc.
- b. Individuals are limited to a maximum charge of \$500 on their personal credit cards for travel expenses. Individual charges must be pre-approved by OSOL in order to seek reimbursement.
- c. Any unapproved travel-related expense incurred by the traveler is the responsibility of the traveler. Students must be informed that the university assumes no responsibility for providing student/groups with funds in case of unanticipated delays or other incidents which may require additional expenditures.

VI. Modes of Travel

A. Vehicles rented by OSOL

- a. All vehicles rented by the Office of Student Organizations and Leadership for student/group travel must have full insurance coverage.
- b. Drivers operating a rented vehicle as part of organized student/group travel must:
 - 1. Be a full or part-time faculty or staff member, or student employee
 - 2. Be at least 21 years of age
 - 3. Possess a valid state driver's license
 - 4. Possess an acceptable driving record
 - 5. Be approved in accordance with these procedures and guidelines
- c. Mini-vans or 15 passenger vans
 - 1. Drivers for mini-vans or 15 passenger vans must be at least 25 years of age.
 - 2. Drivers shall not drive a van for more than (6) hours within a sixteen hour period. Total driving time cannot exceed twelve (12) hours within a 24 hour period.
 - 3. Should the total driving time exceed twelve (12) hours within a 24 hour period, a second qualified driver must be assigned as relief.
 - 4. Should the total driving time exceed twelve (12) hours within a 24 hour period and only one (1) driver be available, hotel and rest accommodations must be made.

The following processes should be followed to secure appropriate lodging accommodations and flight reservations in a timely manner.

A. Housing accommodations

- a. Contact preferred housing site and place reservation(s).
- b. Use individual/ personal credit card to confirm reservation hold. Individual credit card(s) will not be charged when placing a hold on reserved rooms.
- c. Request an invoice for the total cost of reservation(s) be faxed to the Office of Student Organizations and Leadership.
- d. Complete a Check Request Proposal form and attach invoice. Proposal form must be submitted no later than 15 business days (3weeks) prior to departure to allow for proper processing time.
- e. OSOL will process check request and obtain check for payment to be given to requesting organization.

B. Transportation

- a. Car Rental
 - i. Enterprise Car Rental is the preferred vendor for the Office of Student Organizations and Leadership.
 - ii. Contact OSOL to make appropriate car rental reservations.
- b. Air Travel – to ensure the most affordable airfares, reservations should be made at the earliest time possible.
 - i. Option A
 1. Provide OSOL with all traveler information (Name as appears on ID, OASIS ID#, phone #, email)
 2. Provide OSOL with preferred departure and arrival airports, dates and times.
 3. OSOL will contact college travel agency (Winward Travel) and make appropriate travel reservations.
 4. Winward Travel will assess a \$20 processing fee per ticket.
 - ii. Option B
 1. Traveler(s) make individual travel arrangements
 2. Provide copies of travel information to OSOL
 3. Submit a Reimbursement Proposal form for cost of travel
- c. Bus or Train
 - i. Traveler(s) make individual travel arrangements
 - ii. Provide copies of travel information to OSOL
 - iii. Submit a Reimbursement Proposal form for cost of travel

V. Funding

The Office of Student Organizations and Leadership recognizes the costs associated with student/group travel. However, student organization travel will not be approved without proof of availability of funds. OSOL encourages proper and timely planning to ensure that associated costs can be covered by the student organization's budget.

A. Evidence of funding to meet projected travel cost(s)

- a. Organizations must have funds in their account that are equal to or greater than the projected cost(s) for travel, as requested in the Travel Proposal.

- d. The faculty/staff advisor must accompany the student organization for the duration of travel.
- e. If the faculty/staff advisor is unable to accompany the organization during travel, it is the responsibility of the faculty/staff advisor to identify a proxy to travel with the organization.
 - i. The proxy must be a full or part-time employee of Columbia College Chicago.
 - ii. It is the responsibility of the proxy to contact OSOL and indicate their commitment and ability to travel with the organization.
- f. The faculty/staff advisor or proxy must report any disciplinary issues to the Dean of Students immediately.

III. Required Documentation

A. Completed OSOL Proposal Form & Request for Travel Form

- a. Completed forms must be submitted to the Office of Student Organizations and Leadership no later than 20 business days (4-weeks), excluding holidays, prior to departure.
- b. OSOL reserves the right to deny or cancel proposed travel if completed documents are not submitted in a timely manner.

B. Detailed outline of travel that includes:

- a. Names of participants, OASIS ID #s, local addresses, phone numbers, email
- b. Itinerary and dates of travel
- c. Costs and method of travel
- d. Costs and location of housing
- e. Total cost for travel

C. Waiver and Release Form

- a. All student/group travelers must complete a waiver of liability form verifying that they understand and accept the risks involved in participating in the travel activity and assume responsibility for their behavior; applicable emergency information, etc.
- b. Student/groups under the age of eighteen (18) must have a liability waiver signed by their parents or legal guardian.

D. Documentation of travel destination

- a. The sponsoring organization must provide a pamphlet, flyer, email print-out, etc, that proves “legitimacy” of travel. Student/groups are prohibited from using student organization funds for non-student organization related travel.

E. Advisor letter stating approval and commitment to travel with the organization

- a. Should the faculty/staff advisor not be available to travel with the organization, the faculty/staff advisor can name a proxy. The proxy must be a full or part-time faculty/staff of Columbia College Chicago and must be approved by the Office of Student Organizations and Leadership.

IV. Travel Request Process

Travel Policy

I. General

The Office of Student Organizations and Leadership recognizes the benefits of off-campus student/group travel in conjunction with academic, co-curricular, and university sponsored programs. OSOL also acknowledges the need for certain regulations and procedures to promote safety, maximize educational value, manage risk, minimize liability, and enable appropriate response in times of crisis.

The Office of Student Organizations and Leadership will assume no liability for unscheduled and/or unauthorized student/group travel, whether by individuals, recognized or unrecognized groups, even if such travel involves a university related activity such as spectator travel for a university group performance. OSOL requires that all applicable forms be completed and approved prior to travel. Approval by OSOL is required for any travel involving student organizations recognized by the Student Organizations Council.

II. Responsibility

A. General

- a. It is the responsibility of the student organization, faculty/staff advisor, etc, that sponsors the organized student/group travel to assure compliance with this policy and associated procedures.
- b. Students will be subject to enforcement of the Columbia College Chicago Student Code of Conduct and local, state, and federal laws at all times while traveling.
- c. Student organizations sponsoring organized travel outside of the United States are responsible for assuring that no State Department Travel Advisory restricts travel by US Citizens to the destination country.

B. Student

- a. Student(s) are responsible for completing and submitting all Travel Request paperwork in a timely manner.
- b. Student(s) are responsible for involving their faculty/staff advisor throughout the trip planning process.
- c. Student(s) are responsible for maintaining proper and socially acceptable behavior in representing their organization, OSOL and Columbia College Chicago while traveling.

C. Faculty/Staff Advisor

- a. The faculty/staff advisor must advise the student organization of travel policies and procedures throughout the trip planning process.
- b. The faculty/staff advisor must sign and approve all travel paperwork and provide all supporting documents.
- c. The faculty/staff advisor must advise students of rules and regulations regarding conduct during the trip including, but not limited to: hotel curfew and responsibility for obligations, purchases or damages incurred by the students/group, etc.