

CURRICULAR AND CO-CURRICULAR TRAVEL PROCEDURES

The President of the College has delegated approval responsibility for student curricular travel to the Vice President of Educational Services or his/her designee and approval responsibility for student co-curricular travel to the Vice President of Student Services or his/her designee.

Student curricular travel shall be defined as class tours or field trips and/or other officially sanctioned, academically related travel. A college employee must accompany students on a curricular-related trip. Funds for such travel will normally be provided from budgets of departments requesting travel approval.

Student co-curricular travel shall be defined as travel associated with athletics, student government, student organizations, and other non-curricular related activities. A college employee must accompany the students on a co-curricular related trip. Funds for such travel will normally be provided from budgets for these activities.

Guests and students who are non-members of a curricular group and/or co-curricular group must have approval of the appropriate vice president to travel with the group.

The NECC employee initiating the student curricular and/or co-curricular travel must complete a Travel Request and Validation form prior to the travel. A roster of all students participating on the trip and an itinerary must be attached to the Travel Request and Validation form. The form is submitted to the appropriate supervisor and Vice President for approval.

Students traveling and participating in the event will not be allowed to travel to or from the activity on their own or apart from the group. An exception may be made if the coach/advisor or Vice President of Student Services gives approval prior to the commencement of the trip.

Funds may be advanced and travel expenses will be reimbursed based on policy/ procedure as outlined in Policy 3040 and 3040.a.

Reimbursement for travel expenses will be made after an approved Expense Reimbursement form, with required receipts attached, and a copy of the Travel Request and Validation form has been submitted to the college business office.

The following travel is exempt from this policy:

- When a class or organization meets at an off-campus site and students are responsible for their own transportation to the site.
- When a class or organization is informed of an opportunity to attend an event off-campus that is not required by the class or organization and they choose to attend on their own and use their own transportation.

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CODE: 5042.a

ITEM: 9527

- When student employees travel in a college vehicle in the performance of their employment at Northeast Community College.
- When student travel is to fulfill the requirements of cooperative internships, courses, service learning, or off-campus federal work-study.

Original policy date: 07/08/04