

STUDENT TRAVEL POLICY

Policy Number:

Owner Department: Dean of Students

Effective Date: March 25, 2015

Approved By: President's Council

I. POLICY STATEMENT/PURPOSE

Southwest College of Naturopathic Medicine & Health Sciences, Inc. (SCNM) recognizes the educational value of student travel and seeks to promote safe travel for students occurring beyond the boundaries of the College. This policy applies to authorized travel by currently enrolled students, both in cases where the travel is sponsored or sanctioned by SCNM and for travel that is sponsored by the Student Government Association (SGA) or a Recognized Student Organization (RSO). All SCNM travel must be authorized by the College.

This policy establishes guidelines and expectations that students must follow while on college sanctioned or funded travel and is an attempt, in part, to better safeguard and to avoid personal and institutional liability.

Examples of activities and events that fall under this policy include, but are not limited to: SCNM sponsored field trips, course trips, the activities of RSOs, SGA funded conference travel, and in situations where a student or RSO is approved to represent the College, e.g., leadership opportunities, fairs, conferences, and other programs.

II. POLICY STATUS

New

III. DEFINITION(S)

- 🍃 *Appropriate administrator:* Dean, Department Chair, or Director of an administrative unit, or his or her authorized designee.
- 🍃 *College sponsored/sanctioned event or activity:* initiated, actively managed, planned and arranged by a member of the College's faculty or staff, or by members of a RSO that has been granted sponsorship by the College.
- 🍃 *Conference:* Any event, including meetings, classes, educational workshops, etc., where the student(s) act in an authorized/approved capacity for SCNM.
- 🍃 *Currently enrolled student:* currently registered at the College, whether on a full- or part-time basis.
- 🍃 *Full Day:* Except as may be otherwise provided, a travel day of twelve (12) or more hours
- 🍃 *Group Travel:* students traveling together for a common approved event or purpose. Defined to clarify approval form indicated below.
- 🍃 *International Travel:* any travel outside the continental United States, Alaska, Hawaii, Puerto Rico, Guam, and Canada the Virgin Islands of the United States

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- 🍃 *Meals and Incidental Expenses (M&IE):* The cost to supplement sustenance as well as any incidental expenses during approved travel. Incidental Expenses include, but are not limited to, gratuities, laundry, baggage handling tips, and other tips. M&IE are covered by per diem and are not eligible for separate reimbursement.
- 🍃 *Per Diem Rate:* The daily (or partial day, if applicable) maximum amount used to reimburse meals and incidental expenses as established by the College.
- 🍃 *Recognized student organization (RSO):* formed for educational, professional, social, recreational or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of SCNM, has been approved for recognition by the SGA, and the Dean of Students and maintains a current registration file with the Business Office. Fundraising by an RSO is permitted.
- 🍃 *Recognized student group (RSG):* As above. Fundraising by RSG not permitted.
- 🍃 *SGA/RSO sponsored event or activity:* independent of SCNM sponsorship but where student travel is with the financial support of SGA or one or more RSO.

IV. SCOPE/KEY STAKEHOLDERS

- A. This policy applies to all student travel beyond 100 miles of the SCNM campus or overnight travel undertaken by enrolled students for academic credit as part of a student's course of study or degree program AND to travel with no associated credit but officially authorized by SCNM.
- B. Signatories of the Student Travel Authorization (STA) Form and accompanying faculty/staff;
- C. **EXCLUSION:** This policy does not apply to travel undertaken by students attending recreational events. International travel destinations are not authorized/approved travel.

V. POLICY ITEMS

- A. General Requirements
 - 1. Students participating in travel authorized by the College are required to comply with the standards set forth in the Student Code of Conduct and with applicable college policies and regulations.
 - 2. SGA and RSO travel must be consistent with the organization's mission statement.
 - 3. Travel must be planned so as not to create an undue interference with academic responsibilities. The proposed trip may require prior approval for the student to miss class or reschedule exams.
 - 4. Student travel will be approved only if the primary purpose of the proposed trip is educational and bears a relation to SCNM's current academic program or is student recruitment related and sanctioned by SCNM's Admissions Office.
 - 5. Each student must complete and submit the STA Form and obtain all required signatures at least fifteen (15) business days in advance of travel as below. The final signatory is the Dean of Students or designee.

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Travel	Signatories
SCNM sponsored travel	Appropriate administrator and the Dean of Students or designee
RSG travel	A representative of the SGA Executive Council (SGA EC) and the Dean of Students or designee
RSD sponsored travel	A representative of the RSD Executive Council (RSD EC) and the Dean of Students or designee

6. If students are traveling as a group, a list of all student travelers may be used to complete the form.
7. The appropriate signatories will assure that the proposed travel request conforms to the procedures outlined in this policy and the SCNM Student Handbook.
8. All travel covered by this policy must be accompanied by a faculty or staff member of the sponsoring department or by a RSD/RSG representative.
9. The accompanying faculty, staff or department representative must carry a copy of the approved STA Form so that all emergency contact information is readily available. Accompanying faculty, staff or department representative are encouraged to arrange a pre-travel meeting with the students travelling to plan how they will handle emergency situations.

B. Travel Funding and Budget

1. Funding for student travel will be approved only if the primary purpose of the proposed trip is educational and bears a relation to SCNM's current academic program.
2. Funding or reimbursements for travel resulting in academic credit are generally not covered by this policy.
3. Funds shall be properly budgeted by the appropriate administrator or the SGA EC; total travel amounts shall be specifically approved by the Dean of Students Office.
4. RSDs may utilize their own funds acquired through fundraising, dues, or other lawful sources, to support travel with pre-approval from the Dean of Students and Director of Finance or designees.
5. The SGA may support RSG travel and in some cases RSD travel by providing funding for conference registration.
6. SGA and RSD are encouraged to plan ahead for travel during the financial year. Funds shall be properly budgeted and total travel amounts shall be specifically approved as listed in A.3.
7. The STA Form includes approval of expenditure and the limits of travel expense and reimbursements.
8. The appropriate administrator or representative of the SGA/RSD EC is responsible for providing direction and information concerning travel, including limitations of the travel and expense allowance.
9. A student traveling, under this policy, has the responsibility to act prudently and to only incur travel expenses, which are necessary, reasonable and appropriate as they relate to the purpose of the travel, for which documentation is required

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10. Cancellations: If a trip is cancelled, every effort must be made to recover the credit. The following situations describe the factors to consider when reimbursing for cancellations:
 - i. When the cancellation of the trip is within the traveler's control and no credit is issued, the traveler must reimburse the College for the cost of the ticket. If a credit is issued, the credit must be used for another approved travel.

C. Travel Reimbursement

Students must verify that planned travel is eligible for reimbursement before making travel arrangements.

All travel reimbursements are subject to initial/advance approval and as indicated in the STA Form. Students seeking funding for travel must adhere to the College's restrictions on reimbursements and costs as detailed below.

1. Transportation: Travel must be by the most economical method/rate. Authorized and approved travel costs are reimbursable. Allowable expenses are for airfare, personally owned vehicle mileage, bridge and road tolls as necessary, taxi, shuttle, light rail, subway, train/railroad, bus, vehicle rental, and necessary parking fees. Receipts are required for reimbursement. Flight insurance or priority boarding etc. if purchased is not reimbursable.
2. Mileage Costs: Mileage will be reimbursed, per rate prescribed, for use of personal automobile for actual miles driven during travel based on support documentation of the distance travelled.
3. Lodging Costs: Approved cost of lodging will be reimbursed. Hotel receipts must be in the student's name. If hotel room is shared, a divided receipt for each person in the room should be obtained from the hotel. The reimbursement amount includes room charges and applicable taxes only.
4. Registration Costs: An email confirmation of a conference or meeting registration stating student's name and payment information, and cost is an acceptable receipt.
5. Change Fees: The purpose of the change fee must be clearly documented in order to be reimbursed. Change fees may be reimbursed if the change is due to a circumstance or event outside the control of the traveler. Change fees shall be reimbursed if the change enables the traveler to decrease the cost of the trip by returning earlier than originally planned.
6. Meals and Incidental Expenses: Incidental expenses are covered at the per diem rate of \$30 (Thirty Dollars) and are not eligible for separate reimbursement. Receipts are not required when claiming per diem. Reimbursement is calculated using the prescribed per diem rate. The amount allowed for meals is not intended to cover the entire cost of a meal taken while in travel status. The amount is calculated to compensate the estimated difference between the cost of a meal taken on the road and cost of a meal prepared at home.
7. Within ten business days of returning, receipts from travel shall be given to one of the members of the SGA EC for onward submission to Dean of Students Office for final approval with other necessary signatures via the Expense Report Form. Reimbursements submitted after 30 days return from the trip will not be processed.

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8. Reimbursements submitted without the appropriate paperwork, documentation, or receipts will not be processed.
9. Original receipts are required. All receipts must be in the name of the approved student.
10. To recap, the following matrix provides guidance regarding the reimbursement methods.

Criteria	Reimbursement Methods	
	Per Diem	Actual Expenses**
Lodging		x
Meals and Incidental Expenses	x	
Trip duration is less than or equal to 12 hours		x
Trip duration is greater than 12 hours	x	x
Transportation		x
Internet connections for business use at hotels, and conference sites		x

**Receipts must be submitted for reimbursement

D. International Travel:

International travel destinations are not authorized/approved travel.

VI. RESPONSIBILITY FOR IMPLEMENTATION

Office of the Dean of Students
Finance and Administration

VII. RELATED POLICIES

[Vehicles Use Policy \(Personal and Rented\) – See “Exclusions”](#)

VIII. RELATED DOCUMENTS

[Expense Report Form](#)
[Off-Campus Trip Travel Waiver Release of Liability Form](#)
[Student Travel Authorization Form](#)
[Student Handbook](#)

IX. NEXT REVIEW DATE

As necessary

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X. VERSION CONTROL AND CHANGE HISTORY

Version Control	Approved By/Date	Date Effective	Amendment
1	President's Council/3.25.2015		
2			

XI. POLICY AUTHOR/CONTACT

Office of Dean of Students
Finance and Administration