

SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.

Student Travel Policy and Procedures

I. PURPOSE

The Suffolk Community College Association, Inc. (“Association”) believes that the students of Suffolk County Community College (“College”) can enrich and enhance their educational experiences outside the classroom by participating in off-campus travel opportunities. Such travel broadens students’ perspectives, contributes to their academic development and welfare, and fosters a lifelong love of learning.

The purpose of this policy is to maximize the myriad benefits associated with such student travel by outlining specific guidelines and procedures designed to ensure that student travel is properly planned, coordinated and effectuated.

II. DEFINITIONS

A. Advisor - A College or Association employee, who, upon appropriate administrative approval, is responsible for coordinating, overseeing and/or accompanying eligible students participating in off-campus travel.

B. Approved Driver - A College or Association employee who is entrusted with transporting students for the purposes of off-campus travel. Such employees must comply with the following requirements:

1. Be 23 years of age or older;
2. Hold a current, valid driver’s license at the time of any Off-Campus Travel;
3. Have a driving record approved by the Association’s authorized insurance provider; and
4. Have undergone all necessary driver training and education, as required by the Office of Campus Activities.

C. Authorized Guest – Any person who is related to, or a personal friend of, an eligible student, and who receives the prior approval of the Advisor to participate in off-campus travel.

D. Eligible Student - Any student who meets the criteria set forth herein at paragraph III(A).

E. Off-Campus Travel or Trip – Any off-campus activity or excursion that occurs in connection with a registered student club, organization or athletic team; or with the Office of Campus Activities.

III. ELIGIBILITY FOR OFF-CAMPUS TRAVEL

Only eligible students, faculty, staff and authorized guests may participate in off-campus travel.

A. Eligible Students. Off-campus travel is a privilege for students who meet certain eligibility requirements, including the following:

1. Student must currently be registered at the College, either on a full-time or part-time basis, and be (1) a member of a registered student club, organization or athletic team, or (2) a participant in an event approved by the Office of Campus Activities;

2. Student must be making satisfactory progress in all classes; and

3. Student must not, currently, be the subject of a College disciplinary proceeding, or on disciplinary probation, as defined in the *Suffolk County Community College Student Code of Conduct and Conduct Process*.

B. Authorized Guests. Authorized guests are permitted to accompany eligible students on off-campus trips to New York City, provided each such authorized guest (or his/her parent/guardian, if under age 18) executes an *Assumption of Risk and Release Form*. In the event travel accommodations are limited, authorized guests' rights to participate in such off-campus trips shall be subordinate to the rights of students of the College.

IV. APPROVAL PROCEDURE

A. The Advisor seeks approval for off-campus travel by submitting an *Advisor Agreement* to the Office of Campus Activities.

B. Once off-campus travel is approved, students submit the following forms to the Advisor, who, thereafter, submits such forms to the Office of Campus Activities:

1. *Trip Participation Form/Student Code of Conduct Agreement*; and
2. *Assumption of Risk and Release Form*

C. The Advisor, and/or his/her designee, reserves the right to deny permission for a student to participate in off-campus travel, if, in the exercise of his/her reasonable discretion, such determination is in the best interests of the College and/or the Association.

V. STUDENT CONDUCT

Students participating in off-campus travel must conduct themselves in a manner which reflects favorably upon the people, values and traditions associated with Suffolk County Community College. At all times during the course of off-campus travel, such students remain subject to the *Suffolk County Community College Student Code of Conduct and Conduct Process*, as well as federal, state and local laws, rules and regulations.

VI. TRANSPORTATION GUIDELINES

A. Approved Drivers may transport students for the purposes of off-campus travel.

B. Vendors retained to provide transportation services for Off-Campus Travel shall demonstrate compliance with all necessary insurance and driver eligibility requirements.

C. In instances where the Association covers the cost of transportation for off-campus travel, eligible students and their authorized guests, if any, are required to travel to and from the destination with the group. Exceptions to this requirement may be authorized by the Advisor, in appropriate circumstances.

D. Any student requiring a reasonable accommodation to participate in off-campus travel should discuss such circumstance with the Advisor in advance of the trip.

E. Within five (5) business days of any off-campus travel, the Advisor must submit to the Office of Campus Activities or Athletics, as applicable, all documentation which demonstrates the nature and validity of all expenditures for such travel, including itemized receipts and bills.

VII. DISCIPLINARY ACTION

Violations by students of this policy shall be considered misconduct, and violators will be subject to disciplinary action in accordance with College policy and the *Suffolk County Community College Student Code of Conduct and Conduct Process*.

SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.

STUDENT TRAVEL PROCEDURES

Suffolk Community College Association, Inc. (“Association”) seeks to promote safe travel by students and recognized student organizations to events and activities occurring beyond the boundaries of Suffolk County Community College. Travel must be consistent with the organization’s mission and the Student Travel Policy.

In order for the Association to effectively account for all travel expenditures incurred by employees, the following procedures are to be followed:

Airfare

- All air travel must be arranged through the originating campus office that approved the travel.
- Airfare costs will not be reimbursed to employees using personal credit cards without proper pre-authorization from the originating campus office.

Baggage Handling

- Baggage handling will be reimbursed as actually incurred, as demonstrated by a receipt. When receipts are not issued, a memo with an online price reference may be substituted for a receipt.

Association Vans

- Association owned vehicle(s) used by the Ammerman and Michael J. Grant campuses must be fueled by authorized personnel of the Athletics and Theater Departments, using the Association gas card.
- If refueling is required during travel, the employee may refuel the Association van using the Association gas/ credit card.
- The Association van should be refueled by personnel of the Athletics and Theater Departments when the van is returned to campus.
- The *Vehicle Log* must include mileage on the Association van when van was fueled off campus.
- Association-owned vehicle(s) used by the Eastern Campus must be fueled by an individual designated by the Campus Associate Dean of Student Services.

Fuel for Rental Car

- The cost of gasoline is reimbursed for rental cars. Fuel receipts must include number of gallons, price per gallon, and date purchased.

- Rental car receipts must accompany an ***Expense Report*** when reimbursement for gasoline purchased is claimed.
- Miles traveled in rental car must be identified when fuel purchase is claimed as an expense.

Mileage

- License plate number of traveler's personal vehicle is required on ***Mileage Reimbursement Form***.
- All columns on the ***Mileage Reimbursement Form*** must be completed.

Parking

- Parking will be reimbursed only when the parking lot receipt and/or parking meter windshield time slip is furnished. For instances where coin-fed meters are utilized, a form must be submitted with the ***Travel Expense Report***, documenting the street location, the date, and the amount of money expended on the meter.

Tolls

- The preferred method of payment of tolls is through the Association EZ-Pass. In the event the Association EZ-Pass is not available, receipts are needed for all toll expenses.
- If tolls were paid through a personal EZ-Pass account, a copy of the EZ-Pass statement must be included with the ***Expense Report***.

Other Transportation

- All other transportation expenses, not accounted for in a cash advance, will be reimbursed only upon furnishing receipts (eg., taxi, airport shuttle, subway, train).

Registration Fees

- Receipts, as well as proof of attendance (e.g., conference agenda, tickets), are required to substantiate payment of a registration/admission fee. No reimbursement will be made prior to attendance at an event.

Lodging

- Original hotel receipt, with dates of stay, charges and payment, must be submitted with ***Travel Expense Report***.
- Dates on hotel bill must conform to dates on approved ***Travel Authorization***.

New York State Sales tax will not be reimbursed. A NYS tax exempt document can be obtained from the Association Business Office and should be given to the hotel upon check-in for NYS sales tax exemption.

Meals

- Meal expense for travel underwritten by student activity fees will be reimbursed in accordance with the County's and College's guidelines for per diem meal rates of \$12.00 per meal, per day, for an amount not exceeding more than \$36.00 a day, for three (3) meals.
- Disbursement of meal reimbursement must be supported by documentation, which must include the name and signature of attendees/recipient, dates of eligible meal support, and total amount of money received.
- Breakfast is reimbursed if departure is prior to 9:00 a.m.
- Lunch is reimbursed if return is after 2:00 pm.
- Dinner is reimbursed if return is after 7:00 p.m.

Cash Advance for Travel

- If an advance for travel is required, the appropriate box on the *Cash Advance Request Form* should be checked.
- The traveler or the department which originally approved the travel is responsible for the reconciliation of the cash advance within ten (10) business days of conclusion of the travel. Travelers must return all receipts, documents, and unused cash to the originating department within five (5) business days after travel concludes.
- If travel expenses exceed the amount of the advance, the advance will be considered repaid and a check will be issued to the traveler for the amount of the expenses that exceed the advance. If travel expenses are less than the amount of the advance, the traveler must repay the difference (between the travel expenses and the advance) to the Association Business Office.

Expense Reimbursement Report

- A *Travel Expense Report* must be completed to be reimbursed for travel expenses. All travel expenses that were approved for reimbursement must be identified, including but not limited to, meals, lodging, transportation and conference registration fee. After appropriate signatures have been obtained, the *Travel Expense Report* must be forwarded to the Association Business Office for payment processing.

Receipts

- Receipts are required for all expenses, with the exception of per diem meals and mileage. (See, *Mileage Reimbursement Form*).

Gratuities

- Gratuities are the responsibility of the traveler and will not be reimbursed by the Association. However, mandatory gratuities charged directly to the traveler's hotel bill will be reimbursed when claimed on the *Travel Expense Report*.

New York State Sales Tax

- Suffolk Community College Association, Inc. is a tax exempt organization, and, therefore, does not pay or reimburse sales taxes.

- Before travel commences in New York State, travelers must obtain a New York State Sales Tax Exemption Form from the Association Business Office.
- Present these forms to the hotel clerk upon check-in to exempt you from the New York State sales tax. Please ensure the tax has been removed from your final bill.

Authorization

- All travel on Suffolk Community College Association business (i.e., paid for with student activities fees) must be directly related to both the activities of the Association and to the responsibilities of the employee(s) involved.
- Suffolk County Community College students must be an integral component of all travel on Association business. Exceptions to this policy must be approved, in advance, by both the Campus Associate Dean of Student Services and the Executive Dean of the campus.
- All requests for travel must be approved in advance by the appropriate department sponsoring the travel.
- Any questions regarding an interpretation of the Student Travel Policy or procedures shall be referred for a determination to the Vice President for Student Affairs and the Office of Legal Affairs.