

College Procedure: 500.4 – Domestic Travel

Policy Reference: 500 – Student Conduct and Expectations
Responsible Department: Academic Affairs
Approval Authority: Cabinet
Procedure Owner: Vice President, Academic Affairs
Effective Date: 03/17/2022

Version Number: 1
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

Kirkwood Community College seeks to promote safe travel off-campus by students who are participating in or carrying out official College business. This procedure is intended to help ensure the safety of students and the interests of the College. The procedure assists the College in being prepared to respond appropriately to emergencies that may arise during off-campus travel.

The Procedure

Off-campus travel by students, must be approved in advance by the appropriate Dean, if the travel:

- 1) Includes an overnight stay;
- 2) Involves a Kirkwood vehicle or rental vehicle, or
- 3) Occurs outside of the College's seven county service area.

The department or student organization must designate a faculty or staff member to serve as the trip sponsor who is responsible for providing trip information to the appropriate individuals as outlined in this procedure. The trip sponsor must accompany the students on the trip unless special permission is granted by the trip sponsor's Cabinet member, allowing the student(s) to travel alone.

Other off-campus travel by students that does not meet one of the conditions set forth requires prior approval/notification to an immediate supervisor or designee by the faculty or staff member sponsoring an activity involving in-district travel.

Modes of Transportation

Whenever possible, each student will travel to and from their destinations in transportation provided by the College. Exceptions may be made with approval of both the trip sponsor and the appropriate Dean.

When a personal mode of transportation is approved, the student(s) are responsible for making travel arrangements and all associated travel expenses, and the student(s) assume all liability in the event of an accident or mishap. The College cannot be held liable for accidents or injuries sustained in private vehicles. In the event students are authorized to travel separate from the College provide transportation, a waiver must be approved and on file a minimum of five working days prior to travel. Employees traveling must also be aware of and abide by both the "Vehicle and Equipment Use" and "Travel and Business Expenses" procedures.

Student Conduct

The Student Conduct Code applies to students who are participating in travel activities. Alleged student conduct violations occurring during travel will be adjudicated according to the procedures described in the Student Conduct Code. In such cases the trip sponsor will notify the appropriate Dean or the Dean of Students of the alleged misconduct. The accused student may be sent home as determined by the trip sponsor, the supervising Dean, and the Dean of Students. Such decisions will be made on a case-by-case basis. Additional travel expense may be assessed to the student.

Students must participate in all scheduled activities as directed by the trip sponsor. Students, who wish to participate in activities outside of those directed by the trip sponsor, must receive approval from the trip sponsor prior to beginning the activity. In such cases, the students are responsible for any expenses incurred relating to the outside activity.

Notification and Approval Process

The trip sponsor will ensure all necessary arrangements have been made prior to embarking on domestic travel. The procedures for domestic travel are as follows:

1. Complete the Student Domestic Travel Notification form. The notification will include the purpose of the trip, date(s), and destination. Also to be included are specific details regarding the mode of transportation; name, address and phone number of all overnight accommodations; names, k-numbers and contact information of participants; and emergency contact information for all participants including employees. The notification form will be submitted online at least five working days prior to the departure date. Travel will be approved by the trip sponsor's supervisor after all necessary information and forms have been submitted.
2. A travel contract must be completed online prior to departure by each student.

Note: Student travel occurring outside of the United States is handled according to the procedures described in the International Student Travel Procedure.

Revision Log

Table 1 Revision Log

| Version Number | Date Approved | Approved by | Description of Change |
|----------------|---------------|-------------------------------------|-----------------------|
| 1 | 08/11/2017 | Vice President, Academic Affairs | New procedure |
| 2 | 03/17/2022 | Cabinet | New template |