

# San Diego Mesa College

## Student Affairs Office

### *Guidelines for Authorization of Associated Students or Student Club / Organization Funded Travel*

The Associated Student Senate and the Dean of Student Affairs have the authority to approve student travel using A.S. funds or student club / organization funds when the proposed travel meets the following criteria:

- The activity must have a direct relationship to student government, leadership and student development, or the mission and goals of the student organization.
- The activity must demonstrate a benefit or potential benefit for student government, or the student club / organization and their constituencies.
- The activity is expected to further the goals of student government or the student club / organization.
- Proposal for the activity is submitted in a timely manner and is authorized in accordance with local campus governance process (Procedures 3120.2, Section 2.2).

### *Procedure*

- I. Qualifications: Travel funding authorization may be given to qualified persons in the priorities stated:
  - A. Associated Students
    1. Executive Council members whose official responsibilities require attendance at conferences.
    2. Other interested regular Senate members and Executive Council members.
    3. Other interested A.S. Officers, e.g. Executive Cabinet.
    4. Other interested Senate committee members.
    5. Non-Senate members who are active members of a recognized student organization whose names appear on the current membership list.
  - B. Student Clubs / Organizations
    1. Executive Officers
    2. Active Members
- II. Requirements: Individuals requesting travel funding authorization shall:
  - A. Have been in regular attendance at required meetings.
  - B. Have met or is expected to meet stated job responsibilities.
  - C. Have knowledge of issues for which travel is requested.
  - D. Have been selected to participate / travel by the A. S. President or club membership.

- III. General Information: Arrangements for A. S. travel may be handled by the Student Affairs account clerk. Funding may be granted in the following categories:
- A. Conference registration
  - B. Public transportation
  - C. Lodging
  - D. Parking
  - E. Meals
  - F. Mileage
  - G. Authorized gratuities

A college check may be mailed directly to vendors for registration, lodging, and public transportation. Receipts must be presented to the Dean of Student Affairs, for all expenses, immediately following student travel.

IV. Travel Authorization Process:

**A. For the Associated Students (A.S.):**

1. Submit travel proposal to the A.S. President, Dean of Student Affairs, and the A.S. Senate for review and consideration.
  - a. Senate will review the proposal
  - b. A Senator will present an official motion to consider the request at the next business meeting
2. If the travel proposal is approved, the A.S. President will make the final selection of participants.
  - a. A committee comprised of members of the Executive Council and the Senate will make recommendations to the President
  - b. The Dean of Student Affairs will participate in (a) above as an Ex-Officio member
3. Submit appropriate travel request documentation to the Dean of Student Affairs. Complete documentation should include:
  - a. Travel Request Authorization Form
  - b. List of Students Traveling
  - c. SDCCD 3120.2
  - d. Conference Flyers
  - e. Conference Registration Forms
  - f. Liability Waiver Forms
  - g. Medical Forms
  - h. Other forms required by sponsoring organization.
  - i. The A.S. Treasurer is requested to work directly with the Account Clerk for processing requisition of funds.
4. If out-of-state travel is involved, the club Advisor should prepare a Board Docket, in cooperation with the Dean of Student Affairs, for the consideration of the President and the Board of Trustees.

**B. For Student Clubs / Organizations:**

1. Submit travel proposal to the club / organization to which you belong for review and consideration.
2. If A.S. funding is requested, submit proposal to the A.S.

3. Once funding is resolved and the official club authorization is obtained, including Advisor's authorization, submit appropriate documentation to the Dean of Student Affairs:
  - a. Travel Request Authorization Form
    - i. Official Motion Passed; or
    - ii. Official Minutes
    - iii. Advisor's authorization
  - b. Conference travel flyer or other relevant conference information
  - c. Properly completed Request for Withdrawal of Funds
  - d. Signed and completed Liability Waiver forms
4. If out-of-state travel is involved, the club Advisor should prepare a Board Docket, in cooperation with the Dean of Student Affairs, for the consideration of the President and the Board of Trustees.

V. Prohibitions and Special Requirements:

- A. Students **may not** participate in overnight or long-distance travel without a faculty or staff advisor.
- B. Students and the advisor may not possess or consume alcohol or any unauthorized controlled substance.
- C. Students are expected to adhere to fully to the college's Student Code of Conduct (Policy 3100, Section 3.0).
- D. Students and the advisor shall not be reimbursed for any auxiliary hotel or conference services (exception: pre-authorized group activities).
- E. Students and the advisor must stay in the same hotel, preferably the official conference site.
- F. Students are expected to inform the advisor of their whereabouts outside of the conference site premises.

VI. Process for Students Wishing to Travel:

- A. Obtain Travel Policies and Procedures from the Student Affairs office.
- B. Follow the authorization process outlined in Section IV.
- C. Submit all completed documentation to the Dean of Student Affairs.
- D. Contact the instructor of each of your classes to make arrangements regarding absence from class.

VII. Senate Considerations: When considering travel requests, the Senate should:

- A. Know the total travel budgets of the Senate and student organizations.
- B. Know the total requests for travel.
- C. Determine the appropriateness and relevance of the request.

VIII. Travel Reimbursement Maximums, Per Category:

- A. Conference: the full registration fee may be paid.
- B. Meals: \$30 maximum per day.\* The Senate shall pay for any meals not included in a conference packet (i.e., if the conference pays for breakfast and lunch, the Senate will reimburse for dinner).
- C. Lodging: Daily reimbursement shall not exceed \$85, except in areas designated as exempt by the college district.\*

- D. Transportation: The Senate shall review the most cost efficient mode of transportation. The following are guidelines that the Senate shall follow:
1. Car: When it has been determined that a car is the most appropriate means of transportation, the following shall apply:
    - a. A rental car or van.
    - b. A personal car may be authorized by the college. Reimbursement **shall not** be made for any unauthorized travel.
    - c. Auto storage shall be reimbursed at a maximum rate of \$10 per day. \*
    - d. Meeting place and hotel parking fees shall be paid by the Senate.\*
  2. Plane, Bus, Train: When it has been determined that transportation via plane, bus, or train is the most cost and time efficient, it shall be reimbursed in full.
    - a. Transportation between the airport, train station or bus station and hotel and between the hotel and conference location shall be reimbursed in full, if using the most cost and time efficient means of transportation.\*
- E. Communication: Long-distance business calls made back to the college shall be reimbursed in full. Two calls to the traveling student's home may be reimbursed in full for up to three minutes each.

\*Gratuity Reimbursement Schedule:

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| Meals:          | Up to 20% of the bill (basic bills and gratuities may not exceed \$30 per day)   |
| Lodging:        | <ol style="list-style-type: none"> <li>a. Bell hop: \$1 per large bag</li> <li>b. Hotel required valet parking: \$1 per exit</li> <li>c. Maids: \$5 per room, per day</li> </ol> |
| Transportation: | <ol style="list-style-type: none"> <li>a. Airport shuttle: \$1 per trip, per person</li> <li>b. Taxi: 20% of the tab</li> </ol>  |

References:

- Policy 3100, Student Code of Conduct
- Policy 3120, Off-Campus Student Activities
- Procedures 3120.2
- Mira Costa College – Policies and Procedures for Student Senate Funded Travel