



# EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

**CJ-1**

**Student Travel**

**APPROVED:** September 14, 2004    **REVISED:**  
Year of Last Review: 2021

**AUTHORIZING BOARD POLICY:** CJ

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

**OBJECTIVE:** To provide guidelines for processing student travel.

**PROCEDURE:**

**I. General**

- A. Senate Bill 263, Section 51.949 of the Texas Education Code requires governing boards of institutions of higher education, including public colleges, to adopt a student travel policy.
- B. This procedure will regulate student travel that is organized, sponsored, and funded by El Paso Community College. The student travel procedure provides provisions that address different modes of travel likely to be used by students and safety issues related to student travel. This procedure will be filed with the Texas Higher Education Coordinating Board.
- C. Students must conduct themselves in a manner which reflects favorably upon the people, values, and traditions associated with the College.

Students in clubs, associations and or organizations are subject to the Student Regulations and Penalties as stated in the El Paso Community College Student Handbook, as well as federal, state, and local laws. Students may be expected to meet higher standards of personal conduct and appearance than those stated in other College regulations. Therefore, in addition to the sanctions that may be imposed for misconduct as stated in the El Paso Community College Student Handbook, students in extracurricular activities may be recommended for suspension by the Director of Student Leadership and Campus Life to the Vice President of Student Services from participation in any event for any of the following:

- 1. Arrest for any crime other than a minor traffic offense;
- 2. Possession of any illegal drug;
- 3. Involvement in gambling and/or bribery;
- 4. Illegal possession or consumption of alcohol, beer or wine;
- 5. Fighting with, threatening the safety of, or harassing any individual;
- 6. Stealing money or property from the lawful owner;
- 7. Destruction of College property;
- 8. Unauthorized entry into any College building;
- 9. Acts of moral misconduct (including date rape);
- 10. Any interference with the normal operations of the College or any distribution or conduct which interferes with the rights and opportunities of those who attend the College;
- 11. Any conduct that reflects unfavorably upon El Paso Community College.

**D. Categories of Student Travel**

- 1. Field Trips -- Trips taken by students as a requisite of credit or non-credit courses.
- 2. Travel by student organizations/clubs/athletics.
- 3. Non-sanctioned Travel -- An excursion not approved by the appropriate College administration involving students for course and non-course experience.

**II. Process**

- A. All student travel arrangements are made under the advisor's name.

- B. The advisor must acquire approval from first-line supervisor and attain supervisor's signature on the Travel Request Form. The Travel Request Form must be accompanied by a Trip Justification Form.
- C. Advisors and student travel will adhere to College Procedure 4.10.05.14 *Out-of-Town Travel* for the processing of travel reports and reimbursements.
- D. The Travel Request Form must be turned into the Student Leadership Office twenty-five (25) days before the date of travel.
- E. Students on College trips will not travel without an advisor.
- F. Each student traveling must sign a Waiver of College Liability Statement and complete a Medical History Form pertaining to medical and emergency information which must be on file with the advisor and taken on the trip. Forms are available in the Student Leadership and Campus Life Office.
- G. All student organizations and clubs will purchase Student Travel Accidental Insurance. The rate is \$0.15 per day per student. The minimum premium is \$4.00. Student Travel Accidental Insurance Forms are available in the Student Leadership and Campus Life Office.
- H. If funds are being requested from the Student Organization Council, the student organization must adhere to Student Organization Council Guidelines for requesting travel funds. Student organizations must have prior approval on the allocation of funds before traveling.
- I. All out-of-town student travel shall be on commercial transportation. Students cannot travel out-of-town utilizing the advisor's personal vehicle.  
  
Rental cars will not be acquired by students while on College business. Rental cars cannot be secured even if students are willing to personally pay for the rental car.
- J. Student travel in College owned/leased vehicles shall adhere to the following provisions:
  - 1. All drivers of College owned/leased vehicles on student trips must be full-time College employee(s). Driver(s) will provide a valid driver's license, proof of insurance and a statement verifying that only full-time employees will drive the College owned/leased vehicle.
  - 2. The driver will ensure that all of the provisions stipulated in this section are adhered to, to ensure the safety of students.
  - 3. There will be restrictions on the driving of College owned/leased vehicles for student travel due to the distance of the trip. Trips that exceed six (6) hours in travel time shall not be completed by College-owned vehicle due to fatigue at the time of travel.
  - 4. Students traveling in College owned/leased vehicles must use seat belts and other safety devices at all times during travel.
  - 5. Vehicle passenger capacity will be adhered to at all times during travel.
- K. Advisors must purchase airline tickets through the Student Leadership and Campus Life Office. Advisors and students cannot make reservations or purchase airline tickets on their own. The Student Leadership and Campus Life Office has a travel representative that coordinates student travel with Sun Travel Agency only after the Travel Request Form has been signed and approved.
- L. Hotel reservations are made by the advisor after the funds and the Travel Request Form are approved. The advisor is responsible for ensuring that outside telephone calls, movie rentals and room service are not included in the Travel Expenditure Report as expenses or for reimbursement. Students may use their own credit cards or personal funds for these types of expenses.
- M. Each student traveling is allowed a travel per diem of \$30 per full day of travel. The advisor must distribute the per diem each day and each student will sign a per diem chart verifying that they received their funds. This chart shall be submitted to the Student Leadership and Campus Life Office with the Travel Expenditure Report.
- N. The advisor traveling with the students is accountable for all student travel funds.
- O. The Student Travel Procedure is made available to all advisors and is included in the Student Organization Manual published by the Student Leadership and Campus Life Office.