



Student Life Travel Guidelines

Student Travel Funded with
Activity & Service Fees and
Student Organization Fund 6
Accounts

Effective July 1, 2011

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STUDENT LIFE TRAVEL GUIDELINES

I. Overview of Student Travel

Student travel is defined as any trip taken by currently enrolled students as part of an official college function. This includes all student organization-sponsored trips, whether or not college funds are used. Travel is a privilege; hence, all students traveling must be in good standing. **Good standing is defined as having all fees paid to the College (or deferred), currently enrolled in a minimum of 3 credit hours, and at minimum a 2.0 Santa Fe (SF) cumulative GPA (Grade Point Average).**

Activity and Service Fees (A & S Fees) allocations may be used to pay all or part of the costs associated with student travel.

A & S Fees may be used to pay travel costs for:

1. Meetings and conferences
2. Activities related to the college/organization
3. Events/competitions representing SF
4. Leadership retreats
5. Recreation

With all student trips, the College holds the travel advisor responsible for all activities occurring as part of the travel. Adherence to the policies and procedures outlined below are required to facilitate approval and pre-payment reimbursements. Failure to follow the procedures may result in the travel advisor taking full responsibility for all financial and legal obligations that may result from the travel.

Travel may not commence before the travel request is approved. A Travel Packet must be submitted to the Business Office Specialist in Student Life, S-145. Other forms may be required depending on the nature of the travel. All student participants must sign the Complete Release of All Rights form; other forms may be required and are determined by the nature of the travel.

II. Definitions

In-District travel may be defined as travel within Alachua or Bradford County, FL. See page 9 for further details on in-district student travel policies.

Out-of-District travel refers to all travel outside of Alachua or Bradford County, FL.

III. Policies & Procedures

A & S Fees may only be used to pay travel costs for:

1. Currently enrolled students (during the term in which the travel occurs) in good standing.
 - a. This includes dual-enrolled and upper-division students.
2. Current faculty and staff accompanying students as travel advisors.

This does NOT include students only enrolled in adult education, continuing education, or community education classes.

A & S Fees may pay for the following:

- A. Registration/Entry Fees
- B. Lodging
- C. Transportation (rental vehicles, gas, tolls, parking fees, etc.)
- D. Meals
- E. Miscellaneous expenses related to the travel

Note: A & S Fees may not be used to pay for individual certifications.

A. Registration/Entry Fees

The College will mail registration/entry fees directly to the conference/convention host. Submit a Travel Packet **at least fifteen (15) business days** before the fees are due. Be aware of early-bird rates and deadlines.

Submit the completed registration forms to be mailed with the registration check with the Travel Packet.

All students will be required to sign the Registration Reimbursement Agreement form. Any student who does not attend the conference/event will be required to repay his/her registration fee in full to the college (except in the event of a documented medical or family emergency). Registration fees will not be paid for any student who has not signed the form.

Upon return, a conference/convention agenda must be submitted to the Business Office Specialist for documentation.

B. Lodging

When making arrangements for lodging facilities, the following rules must be adhered to:

1. Men and women may not share a room.
2. Students and travel advisors may not share a room.
3. Students should expect to share rooms; 4 students per room is expected.
4. Travel advisors of the same sex should expect to share a room; 2 per room is expected.

SF is exempt from FL sales tax. If the lodging is within the State of FL, the organization's travel advisor may obtain a copy of the Sales Tax Exemption form from the Business Office Specialist. The travel advisor must present this form at check-in. Some hotels will require the use of an SF corporate credit card along with the

Sales Tax Exemption form in order to waive sales taxes. If the vendor will not waive the sales tax, the lodging provider should write "Tax Exemption Refused" on the receipt (s) along with a signature. Please check with the hotel in advance to determine the requirements. Upon return, detailed receipts (not express checkout receipts) for each individual room showing that charges are paid should be submitted to the Business Office Specialist.

To apply for an SF corporate credit card, see the Business Office Specialist for an application or the Payroll Department in the Office of Finance (F-Building).

Incidentals such as room service, in-room movies, phone calls, etc. will not be reimbursed. Internet usage fees and resort fees may be paid if they are on the initial travel request.

C. Transportation

For the purposes of student travel, transportation is defined as the means of moving students, faculty, and staff to and from a conference, meeting, etc. Depending on the designated beginning and ending location and/or the number of travelers, the means of transportation may vary. Ideally, all student trips begin and end on the SF campus. When determining transportation methods, it is expected that students use the least expensive, most reasonable form of transportation. Questions about what is most reasonable should be directed to the Business Office Specialist.

Transportation options are:

- Common carriers (air travel, charter buses, non-chartered buses, and rail transportation)
 - Our exclusive state charter bus contract is with Fabulous Coach Lines, 1-866-352-7295.
 - Red Coach, luxury scheduled coach, 1-877-733-0724. www.redcoachusa.com
 - Greyhound, bus line, 1-800-231-2222. www.greyhound.com
 - Amtrak, rail transportation, 1-800-872-7245, www.amtrak.com
- Rental vehicles
 - Cars and minivans rented from AVIS, 1-800-338-8211; use A113400 code when calling.
 - Minivans and 15-passenger vans from Enterprise, 352-371-6599.
 - 12- or 15-passenger vans rented from Santa Fe Ford, 1-800-580-4776 x5.
 - Student Life van (contact the Business Office Specialist to reserve at stephanie.thorn@sfcollge.edu)
- Personal vehicles

Common carriers include airlines, Amtrak, Greyhound, Fabulous Coach Lines, etc. These are large, mass transit operations. The price per ticket/quote from the common carrier should be included in the Travel Packet. **Travel must be approved BEFORE purchasing any mode of transportation. Do not sign any contract on behalf of SF.**

- Prior to the purchase of **airline** tickets, each student traveling must complete and sign the Airline Ticket Reimbursement Agreement; this document, one per student, must be turned in with the Travel Packet. This form must be signed before airline tickets may be purchased! Airline tickets may be reserved and purchased online, through the airline itself, or through World Class Travel in Gainesville, 1-800-771-3100. A travel agency may incur an additional charge of \$25 or more per ticket as a booking fee. Keep in mind, new TSA requirements mandate the full legal name, gender, and date of birth for all individuals when purchasing airline tickets. Be sure to keep all original ticket stubs, boarding passes, and luggage fee documentation (generally \$20-\$25). Be sure to consider how you will get to and from the airport – shuttle, taxi, train, etc. If leaving a vehicle, be sure to park in long-term or economy parking.

- **Charter buses** are mass transit operations contracted out to provide a specific service for SF students, faculty, and staff. When the size of the group or distance of travel makes it impractical or inefficient to fly or take rental vans, this method is most often used. Charter buses are generally priced on the length of time the bus is needed and the length of the trip (in miles). If the trip is overnight, the group traveling must pay for the driver's lodging. (Gratuity to the driver is also not included in the quoted price; generally, it is considered sufficient to tip \$1/person/day on multi-day trips and 10% on 1-day trips.) SF's policy is to make full payment for the charter bus after the trip is completed. If there is a possibility that you will cancel the trip (for lack of interest or any other reason), knowing the cancellation fees and timeline may save your organization a large sum of money. Fabulous Coach Lines' bus sizes include a 29-passenger mini-coach, 49, 56, 57, and an 81-passenger double-decker bus.
- **Red Coach** is a scheduled, luxury coach line. The bus station is located at the University of FL's campus off of Hull Road (Parking Lot #1). The bus makes daily departures for Atlanta, Bradenton, Tallahassee, Tampa, Ft. Myers, Ft. Pierce, Miami, Naples, Ocala, Orlando, St. Petersburg, Tifton, and West Palm Beach. Locations are subject to change, so be sure to check the website on the previous page for complete, up-to-date information. ****See note below****
- **Greyhound Lines** is a bus carrier that departs from Gainesville at 101 NE 23rd Avenue. Greyhound stops at 3,700 destinations in the United States, Canada, and Mexico. Locations are subject to change, so be sure to check the website on the previous page for complete, up-to-date information. ****See note below****
- Currently, the two closest **Amtrak** stations are located in Palatka and Jacksonville, FL. However, Amtrak does have a bus that will pick you up in Gainesville at 201 East University Avenue. FL is on the Silver Service/Palmetto line with service to New York City, Baltimore, Philadelphia, Washington D.C., Charleston and Columbia, South Carolina, Raleigh and Selma, North Carolina, Savannah, Georgia, Tampa and Miami, FL. Locations are subject to change, so be sure to check the website on the previous page for complete, up-to-date information. ****See note below****

Prior to the purchase of Red Coach, Greyhound Lines, Amtrak, etc. tickets, each student traveling must complete and sign the Common Carrier Ticket Reimbursement Agreement; this document, one per student, must be turned in with the Travel Packet. This form must be signed before common carrier tickets may be purchased!

- **Rental vehicles** are, by far, the most commonly used method of transportation. Student Life owns a 12-passenger van, which can be reserved by contacting the Business Office Specialist at stephanie.thorn@sfcollge.edu. The College rents cars and minivans from AVIS (at Gainesville Regional Airport or Paramount Plaza Hotel), minivans and 15-passenger vans from Enterprise (NW 39th Ave), and 12- or 15- passenger vans from Santa Fe Ford (in Alachua). All vendors will direct bill the college.

It is SF policy that no more than 10 individuals may ride in a 12- or 15-passenger van.

When renting the Student Life van, a gas card may be checked out to the driver. All drivers will have to sign the Student Life Van Rental Agreement.

AVIS requires an AVIS Corporate Card when picking up a vehicle. This is available from the Student Life Business Office the day before the trip. The AVIS card must be checked out and used for ALL

AVIS rentals. When making your reservation, be sure to use **A113400** (AWD#) to receive the State of FL rate.

When renting cars (5 passengers maximum), minivans (7 passengers maximum), or 12- and 15-passenger vans (10 passengers maximum), all drivers must sign the Rental Vehicle Agreement. The maximum number of passengers includes the driver. A few rules to remember from this agreement: no single driver may drive more than 8 hours per day and driving from 1:00 a.m. through 5:00 a.m. is prohibited.

- **Personal vehicles** are vehicles that belong to the student, staff, or faculty member. While this is a valid transportation option, it is not encouraged for student travel. Trips involving personal vehicles will be approved on a case by case basis and will depend on the circumstances of the particular trip. This type of transportation is typically approved only for trips within 2 hours of Santa Fe College where the conference and the hotel site where students are staying overnight are one and the same. Drivers will not be reimbursed for mileage, gas, parking, tolls, any other vehicle-related expenses, and/or meals using a personal vehicle for student travel. Drivers are responsible for all insurance and are liable for accidents and/or vehicular damage. The travel must begin and end at the destination. All drivers and passengers must sign the Personal Vehicle Waiver form. Travel advisors should not allow students to ride in their personal vehicles. In addition, it is highly recommended that the travel advisor(s) collect students' keys upon arrival at the conference/convention site. No one under the age of 18 is allowed to drive and/or ride in a personal vehicle.

Who can drive students?

SF employees who are at least 25 years old and have been approved to drive by Human Resources may be eligible to drive students on College-sanctioned trips. To become approved to drive, a college employee must sign the Authorization to Drive for the College form, attach a copy of his or her driver's license and submit to Risk Management in Human Resources. For students to drive rental vehicles, they must be 25+, employees of the College, have been approved by Human Resources, and receive trip-specific approval from the Student Life Business Office Manager. Approved student drivers may not be the primary drivers on a trip, but may only serve as emergency back-up drivers.

D. Meals

By state law, the maximum amount that can be requested per person per meal is:

- \$6.00 for breakfast (6-8 a.m.)
- \$11.00 for lunch (12-2 p.m.)
- \$19.00 for dinner (6-8 p.m.)

A student group may request less money than the maximum per person or no meal money at all. Meal monies can only be requested if the travel encompasses the set times for each meal. For example, a group that is traveling from 5:45 a.m. until 4 p.m. on a one-day trip may receive up to \$17.00/person for meal monies.

Meal money is not permitted for:

1. Meals included in registration/entry fee costs
2. Meals provided as part of a conference
3. Meals served on airplanes

4. Meals provided by a hotel (i.e. if a hotel serves a complimentary breakfast, one may not request breakfast money)

Students may receive meal monies for one-day trips; however, travel advisors may not receive meal money for themselves on one-day trips.

The amount of meal money requested should be indicated in the Travel Packet, and every individual who receives meal money or partakes in a meal purchased for the group by the travel advisor must sign the Meal Allotment form.

The travel advisor may request a meal advance prior to the trip. The advance will come in the form of a check made payable to the travel advisor and will be issued approximately three business days before the trip begins. The travel advisor may choose to dispense the monies directly to the students at the start of the trip or may choose to purchase meals for the benefit of the entire group; a combination of both may also be used.

If the travel advisor purchases meals or food items for the entire group, he or she must save the itemized, detailed receipts and submit this with the Student Post-Travel Trip Report at the end of the trip. The total of the food purchased during a particular meal must not be greater than the meal maximum for that particular meal. For example, if the travel advisor purchases dinner at a restaurant for the group, the total cost of the meal, including tax and tip, must average out to no more than \$19 per person. To be reimbursed for tips, the travel advisor must provide a copy of his or her credit card statement documenting each charge at the end of the trip. No alcohol is to be consumed by anyone on an SF trip, regardless of age or student/advisor status.

Any unallocated meal monies for students that do not participate in the trip should be turned in to the Cashier's Office in Building F within three business days of the end of the trip. The Cashier will provide a receipt for these monies; be sure to have the travel request number when making the deposit. This receipt should be submitted to the Business Office Specialist with the Student Post-Travel Trip Report.

E. Miscellaneous Expenses

A & S Fees may be used to pay for other expenses incurred as part of the travel, including but not limited to, admission costs, tolls, parking fees, and group activities. These expenses may only be paid as a reimbursement after original receipts are turned in, but *expected* fees should be documented in the Travel Packet. Please be as accurate as possible in estimating the total fees; it is difficult to receive reimbursement for expenses that were not originally approved in the Travel Packet.

F. International Travel

All student groups wishing to participate in international trips (not in conjunction with the Office of International Education) must present their planned trip itinerary and costs to the SF Board of Trustees (BOT) 3 months before the trip occurs. International travel will not be approved without first obtaining approval by the BOT. To get on the BOT's agenda, go through the departmental Vice President of the travel advisor. All paperwork for the student group (as defined in this manual) will be due to the Business Office Specialist 4 weeks before the start of the trip or sooner if pre-payments are needed.

G. Other Policies

1. Emergency Information

Overnight trips and one-day trips that are deemed risky require all participants to complete the Emergency Information Packet. The four forms included in this packet are: College Emergency Contact and Procedures (page 1), Trip Information Sheets (pages 2 and 3), and the Emergency Information Form. This last form is a confidential medical emergency form. The travel advisor will retain this form as well as the form with emergency numbers and protocols to bring along on the planned trip. The travel advisor will also complete the two-page Trip Information Sheet and submit to S-145 at least 5 business days prior to departing on a trip. A copy of this information will be provided to the SF Police Department. The information captured with this packet allows the College to have a way of contacting travelers while on the trip, and travelers' emergency contacts in the event of an emergency.

2. Travel Workshops

The Business Office Specialist presents travel workshops each semester to help student organization officers and advisors understand the policies, procedures, and paperwork associated with student travel. For all student groups wanting to travel, attendance by an advisor at a Travel Workshop is required every other fiscal year (FY), which is July 1 – June 30. If an organization changes advisors, he or she must attend a Travel Workshop that fiscal year. Student officers are encouraged to attend, but not required.

3. Pre- and Post-Trip Meetings

Student organization advisors are required to meet with the Business Office Specialist prior to turning in their Travel Packets (4 weeks before the anticipated travel dates) and are highly encouraged to meet with the Business Office Specialist when the trip is completed. These meetings are to review the paperwork and to ensure all needed information has been provided. These meetings help facilitate approvals in a timely fashion and make sure payments are sent out promptly. Contact the Business Office Specialist at stephanie.thorn@sfcollge.edu to set up an appointment.

4. Travel Advisors

The College requires that a faculty or staff member accompany students in an advisory capacity for any student travel. Advisors traveling with student groups are performing a service to the College and are considered to be on professional leave for the duration of the trip. All travel advisors will need the permission of their supervisor, Chair, or Director to participate in the travel.

5. Deviations from Requested Travel

When a travel request is approved, it is approved exactly as requested in the Travel Packet. Any deviations to this must be approved in advance by the Student Life Business Office; this includes, but is not limited to, a change of hotel and/or change of numbers or names of students. Contact the Business Office Specialist at stephanie.thorn@sfcollge.edu to request approval of a deviation to the travel. Any changes or deviations to the travel request must be made at least 5 business days before your trip. Deviations may not be approved if requested less than 5 days prior to the start of the trip.

6. Pre-Payment

In order to pre-pay registration or entry fees, the required paperwork (including documentation showing the total amount that needs to be paid) must be submitted a minimum of 15 business days BEFORE the payment is due.

7. In-District Policy

In-district travel refers to student travel within Alachua or Bradford County, FL. Substantially less paperwork may be needed for these types of travels. Contact the Business Office Specialist to determine what forms are needed for a particular student trip. Any travel involving some form of recreation or sport, any activity that may be deemed risky, or any overnight trip, requires that all student participants sign the Complete Release of All Rights and ESCOT forms.

8. Documentation

Documentation is required for every aspect of travel. Be sure to obtain and keep all original, detailed receipts.

IV. FORMS

1. Travel Packet

The Travel Packet is a group of forms required for all student travel. The completed forms with supporting documentation must be submitted to the Business Office Specialist at least 15 business days prior to the travel. Depending on certain needs (i.e. registration fees due date), the Travel Packet may be due earlier, such as 15 business days prior to payment due for registration. The Travel Packet consists of 5 forms: the Travel Request Form, Travel Funds Request Worksheet, Driver & Vehicle Information, Complete Release of All Rights, and the Registration Reimbursement Agreement.

- **Step One:** Complete and then print out the Travel Packet from the Student Life website or obtain a copy from the Business Office Specialist.
- **Step Two:** Review the event/conference materials and familiarize yourself with dates, locations, fees, and your organization's budget. The Travel Checklist is a helpful tool which offers a suggested timeline for planning the travel and shows what forms are needed.
- **Step Three:** Complete all applicable forms. The Travel Request Form contains all details of the trip as well as which students will be participating. This form must be signed by the travel advisor and his or her supervisor. The Travel Funds Request Worksheet allows for costs of the trip to be calculated and requested from Fund 2 and Fund 6 accounts. The Driver and Vehicle Information form must be filled out and signed by all drivers of the trip (not applicable to trips going by bus or plane). The Complete Release of All Rights form must be read and signed by all students. A separate form is available for students under the age of 18 to sign along with their legal parent or guardian. Lastly, the Registration Reimbursement Agreement must be signed by all students if a registration cost will be paid on their behalf.

- **Step Four:** Complete any additional forms that may be required including the Emergency Information Packet (for overnight travels and risky one-day trips), Airline Ticket Reimbursement Agreement (if purchasing plane tickets), Common Carrier Ticket Reimbursement Agreement (if purchasing Amtrak, Red Coach, etc. tickets) Student Life Van Agreement, Rental Vehicle Agreement, Authorization to Drive for the College, Personal Vehicle Waiver, and the ESCOT form (Expectations for Student Conduct on Trips).
- **Step Five:** Schedule an appointment to meet with the Business Office Specialist to review the Travel Packet.
- **Complete Release of All Rights Form**
 - Part of the Travel Packet, the Complete Release of All Rights form must be signed by all students participating in the trip. Complete the first page of the form by adding the activity and the name of the group along with the inherent risks associated with the trip. The signatures must be in ink and must be witnessed by an SF employee. If a student is less than 18 years of age, the student and a parent or legal guardian must complete the Complete Release of All Rights for Minors form. The parent or legal guardian signature must be witnessed by an SF employee or they may choose to have their signature notarized if they are unable to come onto an SF campus to sign.

Note: Under no circumstances will a student under the age of 18 be allowed to go on a trip if the parent or legal guardian does not sign the Complete Release of All Rights for Minors form and other required forms.

2. Student Post-Travel Trip Report

Submit the Student Post-Travel Trip Report after the travel has occurred. The completed trip report should include the following:

- Club/group/team name and destination
- The number of students and staff who went on the trip
- The purpose of the travel
- The time span (dates and times) of the trip
- All expenses incurred on the trip
- Itemized, original receipts for expenses incurred on the trip
- Names of all trip participants
- If applicable, a completed Meal Allotment form (see below)
- If applicable, a program/conference agenda
- If applicable, a receipt from the Cashier's Office of unused meal advance monies returned

The Student Post-Travel Trip Report should be submitted to S-145 within one week of the trip's end date along with all supporting documentation, invoices, and/or receipts.

3. Meal Allotment Form

The Meal Allotment form is used when meal money is provided or meals are purchased on behalf of the group; name, SF ID numbers, and signatures are required.

Each recipient should complete the following:

- Name, SF ID number, and signature
- A meal-by-meal breakdown of all monies received, and a total amount. If the travel advisor has purchased meals for the group, then no dollar amount will be entered for that particular meal, but the box for that meal will be checked.
- The recipient's signature in ink

The travel advisor completes and signs the bottom of the form, and attaches it to the Student Post-Travel Trip Report. Any receipts for meals will be attached to the Student Post-Travel Trip Report.

4. ESCOT Form

The ESCOT form is a mandatory form that all students are required to sign before participating in a trip. In essence, it creates a “contract” between the students and travel advisor as to expected conduct during the trip. At the request of the travel advisor, this form may be modified by the Business Office Specialist to fit the particular circumstances of the travel. The travel advisor should document any violation by emailing the Business Office Specialist and Student Life Business Office Manager within 3 business days of the conclusion on the trip.

5. Travel Checklist

The Travel Checklist was designed to help guide students and advisors through the travel process. This checklist outlines the steps necessary to get a travel request approved by the College. Starting two months before the trip and ending a week after the trip, it is an optional, but very helpful tool for students and employees.

How do I find the forms?

- Go to the SF Home Page: www.sfcollege.edu
- Click on “Student Support”
- Click on “Student Life”
- Click on “Student Life Departments”
- Click on “Business Office”
- Click on “Travel” and use both the Forms and Resources tabs

Direct Links:

http://www.sfcollege.edu/student/slbusinessoffice/index.php?section=travel_forms

http://www.sfcollege.edu/student/slbusinessoffice/index.php?section=travel_resources

All policies and procedures in the Student Life Travel Guidelines are subject to the FL College Statutes and the Office of Finance Travel Manual.