

# CHECKLIST FOR TRIP SPONSORS FOR STUDENT TRAVEL

The following describes the two processes that must occur for the College to formally approve travel and funding for student trips. Completion of proper documentation is the responsibility of the trip sponsor (faculty or staff member who is coordinating the trip and/or traveling with the group). All student travel is governed by HGTC Policy 8.1.1 and Procedure 8.1.1.2.

## PART I: FINANCIAL APPROVAL

All of the following items are needed no later than 15 working days prior to the day the trip sponsor requires a check to be issued from HGTC.

- ☐ Travel Authorization Form - Signed by appropriate College administrators as indicated. Remember, President Wilson must sign for all out-of-state travel.  
Please note source(s) of funding on this form (Example: SEFAC, Perkins, Departmental) and amount to be paid by each.
- ☐ Back-up documentation for the expenditure (Example: registration forms, conference agenda)
- ☐ Completed W-9 for new vendor
- ☐ Written quotes for expenditures in excess of \$2500

### Helpful Hints

- ☐ To expedite the payment process, please notify and make copies available to Jennifer Overholt-Mau if you plan to use SEFAC funding for the expenditure.
- ☐ The complete Financial packet (Travel Authorization Form, back-up documentation, a W-9, and written quotes) will be forwarded to the Finance Office by the President's Office or by the Office of Academic Affairs/Office of Student Affairs.
- ☐ Keep a full set of copies of the Financial packet for your records in case a duplicate is requested so that the process may be completed.

## PART II: NOTIFICATION AND AUTHORIZATION

The following is needed no later than 10 working days prior to the day of the planned trip in the Office of Academic Affairs and/or the Office of Student Affairs for HGTC students' out of area trips **or** any trip with minor participants.

- ☐ **A.** Field Trip Notification Form and Field Trip Roster – Attach an agenda and a copy of the signed Travel Authorization Form referenced above.
- ☐ **B.** Completed Voluntary Assumption of Risk, Waiver, and Release Agreement/Hold Harmless Agreement for each student traveling
- ☐ **C.** Completed Consent for Medical Treatment for each student traveling

### Helpful Hints

- ☐ Maintain a full set of copies of these forms for your records and take a set with you on the trip.

## GENERAL INFORMATION

- ☐ If students will miss a class due to participation in field trip, the HGTC Field Trip Notification Form and Field Trip Roster must have columns three and four completed.
- ☐ If any details of your trip change, you must obtain new signatures authorizing such change.
- ☐ You must have an Accident/Incident form completed and the supervisor contacted immediately for any issues that occur.
- ☐ Behavioral Issues:  
For any behavioral or conduct issues, the field trip sponsor must take immediate action to address the situation and then notify the Associate VP for Student Affairs and supervisor(s) by telephone as soon as possible.