
STUDENT LIFE & LEADERSHIP DEVELOPMENT

TRAVEL PROCEDURES & APPLICATION

Division of Student Success
Director of Student Engagement
4000 East 30th Avenue | Building 1 | Room 207
Eugene, OR 97405 | 541.463.5334
<https://www.lanecc.edu/studentlife/contact>



Student Travel Procedures

Student Travel is available to registered students and recognized student organizations. Through an application process, students and organizations can receive funds to supplement the out-of-pocket costs of traveling to professional development conferences/events.

Definition of a Trip

Lane Community College student organization travel procedures apply to travel sponsored by the college for students and recognized organizations. Specifically, these procedures are required when representing the college located at 4000 East 30th Ave. Eugene, Oregon 97405, and is deemed a high-risk activity, and any of the following circumstances apply:

- The event is funded in any part by Lane Community College, or
- The activity or event is sponsored by a recognized student organization, or
- The travel is undertaken under the scope, direction or election of a recognized student organization, or their representatives.
- **NOTE:** Travel involving the use of personal motor vehicles requires the completion of personal vehicle use forms for the students and faculty/staff members driving.

Travel Approval Process and Risk Assessment

The following are general guidelines to be considered when proposing a trip (definition above). No student travel will be deemed approved or connected to Lane Community College, and no college funds may be used or reimbursed without going through the appropriate approval process.

Trip leaders who do not follow this approval process will expose themselves to personal legal liability for any harm that may result. Furthermore, failure to adhere to this process will render the trip proposer or leader ineligible for the institutional defense and indemnification against personal legal liability available to employees.

Please note that higher levels of risk and greater travel distances will take longer to flow through the approval process. Those planning a trip will need to build enough time into their planning to ensure sufficient processing time.

Designated Trip Approvers

For **recognized student organization and Student Government Association** travel: Director of Student Engagement. In the place of the Director of Student Engagement will be the Dean of Student Success.

Student Travel Eligibility

For information about the student travel planning process, please review this information. To help in the gathering of the information required to propose a trip, please print see supporting document.

To officially begin the process of proposing a trip/student travel, the trip proposer or his/her designee must complete the Student Travel Pre-Approval Form. The completion of the forms to the trip approver (Director of Student Engagement) and a copy sent to the trip proposer. The information requested within the form is designed to make the trip approver aware of the upcoming trip by providing some specifics about the event. Additional information is required before final approval can be given. This information is gathered with the forms listed below.

Definitions

1. The term “student” means all persons who are registered for classes or otherwise entered into any other contractual relationship with Lane Community College to take instruction. This includes, but is not limited to all individuals taking classes in person or through distance learning whether on a part-time or full- time basis.
2. The term “recognized student organization” means any student organization whose registration has been approved by the Office of the Director of Student Engagement.
3. The term “organized event” means an activity initiated or arranged by an LCC employee or recognized student organization and that is approved by the Director of Student Engagement
4. The term “sponsored event” means an activity endorsed by LCC through financial support or by sending students to participate as official representatives of Lane Community College
5. The term “domestic travel” means any trip or travel within any of the 50 states of the United States, the District of Columbia, as well as U.S. Territories and possessions and Puerto Rico.
6. The term “international travel” means any trip or travel outside of the 50 states of the United States, the District of Columbia, as well as U.S. Territories and possessions and Puerto Rico.
7. The term “overnight stay” means any trip where participants stay in accommodations that are not owned/operated by Lane Community College.
8. The term(s) “apply” and “applied/applying” refer(s) to the electronic submission of the required information, which will be accessible to appropriate institutional representatives.

Requirements/Eligibility

To be eligible for travel students must meet the following criteria:

- Must be a currently enrolled student registered at Lane Community College with a minimum of 6 credits.
- GPA of 2.0 or higher.
- Must be a student activity fee paying student.

- Travel must take place in the same term.

Travel must be consistent with the mission of Lane Community College, as well as the mission and goals of the sponsoring department or recognized student organization.

Travel must be registered with the Office of the Director of Student Engagement at least fourteen (14) business days before departure.

Students must comply with standards outlined in the Lane Community College Code of Student Conduct and other LCC policies and procedures, as well as all applicable laws.

All travel methods must comply with LCC policies and procedures concerning vehicle use and Driver Approval as outlined in COPPS.

Travelers must complete the Liability Release Waiver and Travel Application, when applicable, as defined on the COPPS website along with any other LCC or divisional requirements before departure. Faculty and staff as well as students acting in their official capacity as institutional employees shall not share overnight accommodations with student participants while traveling.

Faculty and staff as well as students are acting in their official capacity as LCC employees are strongly discouraged from consuming alcohol while traveling with student participants.

Funded Travel

If requesting funding from Student Government of Council of Club, Student Groups or Organization **MUST** provide the following in budget form with additional supporting documentation:

Proof of estimated trip cost:

- Airfare
- Rental Car/Van
- Round Trip mapped Mileage if driving own car
- Hotel
- Registration
- Incidentals: Gas, Parking, Tolls, Misc, etc.,

Required Forms

Below are documents/forms that are frequently necessary for student travel. Please read the description of each form (shown in the parentheses). Please complete all forms you believe are required for your trip and submit them to the trip approver (Director of Student Engagement). If forms are missing or incomplete, final approval for the trip cannot be given.

1. Travel Application
2. Release of Liability
3. Proof of Conference/Activity or Event
4. Student Travel Budget
5. A list of group members traveling with each traveler's name, L number, Lane Community College email, phone number, address, primary campus location.

Steps for Reimbursement

In the event a student must pay for any portion of travel on Lane Community College business student should complete a request for travel reimbursement within ten (10) business days of completion of travel. Eligible travel reimbursements must follow LCC guidelines. Claim for Reimbursement must include the following:

- Travel Expense Justification Form.
- Proof of Conference/Activity/or Event attendance.
- Name badge or Conference Agenda or Program.

The following documentation is required as applicable:

- id registration receipts
- Paid airline tickets showing your itinerary
- Boarding passes if you are requesting airline ticket reimbursement
- Car rental receipts
- Gas receipts if you used a rental car cannot be prepaid receipts
- Tolls receipts if you used a rental car or your vehicle
- Map showing point of origin to the destination must be provided if requesting to be reimbursed for mileage if you used your vehicle
- Itemized Hotel bill
- Taxi/Train/Bus receipts
- For international Travelers, proof of institution-approved
- international health and travel insurance purchase.

If proper reimbursement paperwork is not turned in within the ten (10) business day timeframe to the Director of Engagement, travel expenses will not be reimbursed. A student can only seek reimbursement for expenses authorized by the Student Travel Procedures.

Compliance

Violations of these procedures will subject the student and student organization to institution sanctions through the Student Code of Conduct by the Director of Student Engagement. Should any improper student conduct occur during the travel period, the student and student organization will be immediately referred to the Director of Student Engagement to take appropriate action? Failure to comply with the Student Travel Procedures may result in the following:

- Referral to the Director of Student Engagement.
- Charges placed on the Student's Account corresponding to any fees not authorized by Lane Community College.
- Freezing of a Registered Student Organization account.
- Removal of these holds will occur after the appropriate travel documents are complete and travelers have abided by the above-listed procedures.

Associated Students of Lane Community College Travel Application

ASLCC Transparency and Accountability ~ Leadership Development

Please consult the Director of Student Engagement for additional requirements.

Behavior and Decorum

- Individual students who apply and agree to attend a sponsored travel opportunity and later back out after the registration or tickets have been purchased will be charged the cost of the non-refundable expenses incurred on their behalf. **Initials** _____ **Dated** ____/____/____
- The advanced registration of subsequent terms will be affected by past due accounts. Initials ____
- The use or possession of illegal substances and alcohol is forbidden on Student Fee-funded trips. Initials _____
- Using federal or state money (Student activity fee money comes from all types of tuition payment types, including financial aid; loan and grant) money to purchase liquor is against the law; alcohol is not allowed on ASLCC funded trips – consequences for violations are severe. Initials _
- The code of conduct at Lane Community College applies to all ASLCC funded excursions. The disciplinary process is conducted at the discretion of the deans.
- Discrimination WILL BE confronted, as will any behavior that is deemed inappropriate.

Expectations & Consequences

- On ASLCC Sponsored trips, you will be expected to attend & fully participate in all sponsored seminars, meals, ceremonies, celebrations, workshops, and meetings. Do you agree to participate fully? _____
- Failure to comply with the conditions on this form may result in a restriction from funded student travel.

Record and Remit Receipts <http://www.gsa.gov/portal/category/21287> (destination Zip)

- 'Per Diem' is for meals, snacks, non-alcoholic beverages, baggage fees, taxi fares, mass transit (with receipt), etc. Save receipts and return them to Student Life - you will be required to repay non- documented expenses.
- All receipts are due to the person who dispensed the cash within three days of your return. Copy and staple the receipts to your expense report.
- Per Diem \$** _____ **on** ____/____/____ **Receipt Total \$** _____ **on** ____/____/____

Motor Pool Vehicles

- Only Lane Approved drivers may drive motor pool vehicles. Initials _____
- Only Lane Students are allowed to be in LCC Motor Pool vehicles. The insurance only covers Lane Students.
- OUS Motor Pool regulations cover Oregon Community College & University students.
- Speeding Tickets are your financial responsibility, as are any parking violations received while you have the vehicle checked out from Motor Pool. Tickets will be charged to your student account. Initials _

- Smoking is prohibited in LCC and OUS Motor Pool vehicles and most Oregon Hotels. Initials _____

Printed Name of Advisor

Phone Extension

Signature of Advisor

Date

ASLCC Travel Application Form

Application Open Date _____ / _____ / 20____ Application Deadline _____ / _____ / 20____ @ _____ :

First Name _____ Middle _____ Last _____

Date of Birth _____ L- _____ Cell # _____

Event Name: _____

Event Begin Date and Time _____ / _____ @ _____ : _____ End Date and Time _____ / _____ / 20____ @ _____ :

Event Location: City _____ State _____ Zip Code _____

Event Organization/Association/Sponsor: _____

Event Venue: _____ Parking \$ _____

Registration Fee: \$ _____ per person _____ -day Conference/Convention/Seminar or Board – Meeting/Retreat

Are _____ any _____ meals _____ provided? _____ (specify)

Official Event Hotel: _____ Parking \$ _____

Special Needs: _____ Vegetarian/Vegan (circle)

Hotel: \$ _____ per night for single/ (pro-rate) double/triple/quad occupancy (circle) room for _____ nights

Transportation Mode(s): Motor Pool (Oregon Driver #_) **authorization** _____

Passenger in LCC Provided Motor Pool or Chartered Vehicle Driven by _____

Request Roundtrip Airfare from, Oregon to _____

Other _____

In Case of Emergency Notify: _____
Print name, cell phone number, and the relationship to the student

I, the undersigned, am an 'Associated Students of Lane Community College' ASLCC fee-paying Student. I agree to behave myself while on the above-described leadership trip. I am an adult and responsible for my actions. I will not behave in any way that will reflect badly upon my club, my campus, or my self. I agree to comply with the student code of conduct for ASLCC travel.

All ASLCC Senate members, student club or organization members, and at-large students attending ASLCC or ASLCC Council of Clubs sponsored travel to trainings, conferences, or other events must complete and sign a travel agreement. Students who agree to attend an ASLCC or ASLCC Council of Clubs sponsored event for which registration, hotel, and travel expenses have been arranged, and fail to attend after such expenses have been incurred may be charged up to the full amount of such costs. Only students who are **currently enrolled in graded credit classes [6+ credits] on the main campus**, and who meet eligibility requirements for participation [**Minimum Cumulative GPA of 2.0**], may be included in student travel.

Printed Name of Student _____ Club & Position _____ Signature of Student _____ Date _____

Printed Name of Advisor _____ Phone Extension _____ Signature of Advisor _____ Date _____

ASLCC Travel Application Form

L # _____ Student Name: _____

Student Fees Paid? _____ Currently enrolled in _____ graded credits in fall / winter / spring / summer

ASLCC Position/Group Affiliation: _____

What do you hope to gain by attending the event described in this form? _____

How will you use the knowledge you receive at this leadership training opportunity? _____

Describe how you will use the skills from this and other training opportunities to develop and deliver workshops, create projects, and bring positive change to Lane CC Students. _____

- STUDENT FORM -
WAIVER OF LIABILITY STUDENT TRAVEL

READ THIS DOCUMENT COMPLETELY BEFORE SIGNING. ITS EFFECT IS TO RELEASE LANE COMMUNITY COLLEGE FROM ANY LIABILITY RESULTING FROM YOUR PARTICIPATION IN THE ACTIVITIES DESCRIBED BELOW, AND TO WAIVE ALL CLAIMS FOR DAMAGES OR LOSSES AGAINST THE COLLEGE WHICH MAY ARISE FROM SUCH ACTIVITIES.

RELEASE FROM RESPONSIBILITY, ASSUMPTION OF RISK, AND WAIVER

Student's Full Name: _____
L Number _____
Date of Birth
(Mo/Day/Yr): _____
Address: _____
Activity(ies): _____
Location of Activity(is): _____

	Start	End	
Date of Activity(is):	Date: _____	Date: _____	

I, the undersigned participant, exercising my own free choice to participate voluntarily in the activities mentioned earlier, and promising to take due care during such participation, at this moment release and discharge, indemnify and hold harmless _____ (college), and their members, officers, agents, employees, and any other persons or entities acting on their behalf, and the successors and assigns for any and all of the aforementioned persons and entities, against any and all claims, demands, and causes of action whatsoever, whether presently known or unknown, either in law or in equity, relating to injury, disability, death or other harm, to person or property or both, arising from my participation in and/or presence at the above listed activities.

I acknowledge that I have been informed of the nature of the activities and that I am aware of the hazards and risks which may be associated with my participation in the activities mentioned earlier, including the risks of bodily injury, death or damage to property which may occur from known or unknown causes. I understand, accept, and assume all such hazards and risks, and waive all claims against the State of Colorado, the State Board for Community Colleges and Occupational Education, and _____ (college), and other persons as set forth above. I understand that I am solely responsible for any costs arising out of any bodily injury or property damage sustained through my participation in normal or unusual acts associated with the activities mentioned earlier.

I have had sufficient time to review and seek an explanation of the provisions contained above, have carefully read them, understand them fully, and agree to be bound by them. After careful deliberation, I voluntarily give my consent and agree to this Release From Responsibility, Assumption of Risk, and Waiver.

<https://www.lanecc.edu/copps/documents/associated-students-lane-community-college-travel-agreements>

I _____ READ, UNDERSTAND AND AGREED TO THIS _____ DAY OF _____ 20 _____.

Signature of Participant whose printed name appears above:

Signature

Witness over 18 years of age (Participant must sign in the presence of the Witness)

Print Name

If the participant is under 18 years of age, his or her parent or legal guardian must also sign:

I, (printed name) _____, am the parent or legal guardian of the participant who has signed above. I have read, and I understand the provision of this document, I consent to the participant taking part in the activities described above, and I fully enter into and agree to the above Release Form Responsibility, Assumption of Risk, and Waiver.

Signature of Parent or Legal Guardian (Date)

Witness over 18 years of age (Parent or Guardian must sign in the presence of the Witness)

Print Name

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Return this completed form To: **Director of Student Engagement**
Copy of form to: **Dean of Student Success**