

# Trips Procedure

The following procedures apply to all field trips offered through a college course:

1. Planning
  - a. Field trip arrangements are to be planned by the instructor in advance, with pre-instruction, post-discussion, and evaluation being of prime importance in the planning.
  - b. The site, industry, or business visited should be engaged in practices related to the subject matter being addressed in the course.
  - c. Transportation shall be arranged by the instructor. Students must bear the cost of transportation unless travel is otherwise arranged by the College in advance.
  - d. When students on a field trip are to miss classes taught by other instructors at the College, students are responsible for work missed in other classes and are expected to notify all instructors in advance of their absence.
  - e. An approved Field Trip Form must be submitted and approved by the appropriate Dean and the Vice President for Academic and Student Affairs at least five (5) business days prior to the field trip. The instructor must have all student forms available throughout the duration of the field trip.
2. Use of Curriculum Area Travel Funds
  - a. Each curriculum division will be assigned a travel budget for the fiscal year. The Dean is responsible for coordinating and regulating the use of these funds. All requests for use of the funds should be directed to the Dean prior to the planned trip. Requests for travel reimbursement from State funds which do not have prior approval by the Dean and the Vice President of Academic and Student Affairs will not be honored.
  - b. If travel is outside of Rutherford and Polk counties, a Travel Authorization Form must be submitted along with the Field Trip Form.
3. Voluntary Educational Travel
  - a. The College may offer students and employees the opportunity to participate in educational travel experiences that are not a requirement of any course or degree or diploma program. The purpose of these trips is to provide educational experiences for students and employees. Student and employee participation in these trips is voluntary.
  - b. All voluntary educational travel must be approved by the President prior to the College soliciting staff or students to participate.
  - c. The College, either directly or through a third-party travel agency, may charge students and employees participating in the trip the actual cost of all travel expenses, including but not limited to, transportation, lodging, food, travel insurance, taxes, activities and tours, and administrative costs. The College shall have no obligation to refund, in whole or in part, any participant for any amount of money paid directly to the College or a third party for a trip that is cancelled or postponed for any reason. If the College collects and holds money for an authorized trip and that trip is cancelled by the College, the College shall reimburse participants any remaining funds held in the trip account.
  - d. All trip participants are expected to sign a waiver releasing the College from liability for any injury or loss occurring during a trip. It is recommended that participants purchase travel insurance for all international travel and all travel lasting more than three (3) days.

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