



DIVISION	ADOPTION DATE
III Student Services	1988
POLICY NAME	REVISIONS
03.12.00 Student Travel	Revised: 02/2013, 05/2018, 06/2022 Reviewed:

03.12.00 STUDENT TRAVEL

Prior approval for all academic faculty and student development staff travel must be obtained from the appropriate supervisor(s), department chair, dean, director or manager before submitting any travel requests through the travel process. All faculty, staff, and students participating in student travel must submit a travel release and emergency contact form.

The travel authorization processes outlined in Board Policy 13.05.00 Travel, Board Policy 13.05.01 International Travel, and related institutional procedures must be followed.

Travel related to specific divisions of the college should refer to appropriate Institutional Procedures, including but not limited to Institutional Procedure 03.12.00.00 Student Activities Travel, 03.12.00.01 Academic Travel and 03.12.00.02 Athletics Travel.