

## Student Travel Supplement

This form should be completed after the on-line Student Travel Pre-Approval form has been submitted. It should be returned to the trip approver for your area **with all required forms attached**. In addition, please attach a copy of the **complete trip itinerary** including a list of all destinations (with contact information) with arrival and departure locations and times.

### Trip Leaders will:

- ✓ Know and understand all Keene State College policies and procedures relating to travel and provide communication to participants regarding adherence to these policies.
- ✓ Ensure trip participants are students currently enrolled at Keene State College, when appropriate.
- ✓ If payments need to be made through Keene State College begin planning well in advance to allow sufficient time to make the necessary arrangements.
- ✓ Be responsible for timely collection and submission of all required travel forms for the group.
- ✓ Communicate your contact number (cell phone) to your trip approver designated for your area **and** Campus Safety (358-2228) prior to departure.
- ✓ Communicate all departure and arrival times and meeting places to the participants.
- ✓ Carry with you a participant list and medical form copies (for trips longer than 8 hours in duration) during the entire trip and be sure copies are on file with your trip approver.
- ✓ Effectively work with the group and exhibit concern for the safety and well being of all participants.
- ✓ Take an accurate count of all participants prior to departing each and every location. If, after a reasonable amount of time, a participant or participants are not present and you have attempted to reach them via cell phone, call Campus Safety (358-2228) **before** leaving that location.
- ✓ **In case of emergency**, notify the appropriate authorities immediately; also notify Campus Safety. Upon return contact the trip approver for your area regarding any emergencies as well as to report any issues, violations or incidents.
- ✓ Persons with disabilities are entitled to participate in the most integrated settings possible. If the trip includes transportation for students going on a field trip, accessible transportation for students with disabilities must be offered. If a faculty member conducts a required field trip or special program, accommodations must be offered.
- ✓ 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 follow this process will render the trip proposer or leader ineligible for the institutional defense and indemnification against personal legal liability available to employees under USNH Board of Trustees policy ([BOT III.E](#)).

### Trip Information

Trip Proposer Name: \_\_\_\_\_

Trip Description: \_\_\_\_\_

Trip Primary Sponsor: \_\_\_\_\_

Local Departure Location: \_\_\_\_\_

**Ground Transportation:****Cost:** \_\_\_\_\_

Ground transportation expenses should include transfers to and from airport and account for local transportation at the destination. *(Attach a copy of any contracts/arrangements.)*

(  ) Rental vehicle (Requires Defensive Driving training for non-KSC faculty or staff and students)

(  ) Bus/Shuttle Company: \_\_\_\_\_ phone: \_\_\_\_\_

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(  ) Personal vehicle (Requires completion of the KSC Use of Personal Vehicle and/or Student Use of Personal Vehicle form)

Student Driver(s):

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**Airline Travel:****Cost:** \_\_\_\_\_

Air travel involves the use of a College-affiliated travel agency; work with your budget manager and the Business Office prior to making any arrangements. *(Attach a copy of travel arrangements upon confirmation.)*

Travel Agency: \_\_\_\_\_

Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Room and Board:****Cost:** \_\_\_\_\_

To minimize expenses, students should be assigned at least 2 per room and trip leaders should consider sharing a room, when appropriate. *(Attach a copy of the arrangements upon confirmation.)*

Name of lodging: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Meals included: \_\_\_\_\_

Additional meals required: \_\_\_\_\_

**Agency/Service/Admission/Registration:** **Cost:** \_\_\_\_\_

For activities involving a tour company, agency or specialized services, or admission expenses. *(Attach a copy of any contracts/arrangements.)*

Type of activity: \_\_\_\_\_

Company/Destination: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Trip expenses:**

**Total cost:** \_\_\_\_\_

Costs covered by sponsors: \_\_\_\_\_

Resulting per person cost: \_\_\_\_\_

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Trip Proposer Signature

Date

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Advisor Signature (for Student-Led Trips)

Date

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Trip Approver Signature\*

Date

Email notification of final approval will be sent to trip proposer.

Financial transactions **will not** be processed without the authorization of the trip approver in consultation with the Business Office and the appropriate budget manager(s). Failure to comply with KSC financial policies and procedures may result in unauthorized expenses not being reimbursed.