



# Club Travel Planning Packet

*Contents include:*

Club Policies, Procedures & Planning Responsibilities

Planning Checklist and Timeline

Forms needed for travel



# Club Travel: Policies, Procedures & Responsibilities

## **Club Travel**

The Office of Student Life and Leadership advises student clubs and advisors on the planning of your club trip. The following information is designed to help club members and advisors understand the policies, procedures and responsibilities as club members/advisors in planning and taking a trip, and what Student Life can do to assist you. Ultimately, it is the responsibility of the club to make travel arrangements. Please refer to the Travel Checklist for the timeline, responsibilities, and more details for planning a trip. If policies and procedures are not followed, travel requests will be denied.

**For the purposes of this document, “trip” refers to both local and out-of-county and out of state travel. These policies and guidelines are intended for travel by student clubs/club members. Different and/or additional policies may apply to class field trips, department sponsored programs (ex: REACH), and other travel. Please consult with the Department Chair, the Director of Student Life and Leadership, appropriate Dean or Vice President to determine applicability.**

### **Policies and Procedures**

#### **Planning for the trip**

The club advisor/chaperone and the club representatives working on the trip (ex. Club president, committee chair, etc.) must meet with a representative from Student Life and Leadership 4-6 weeks before traveling in order to ensure the planning for the trip is successful.

#### **Type of travel: in-county, out-of-county, out-of-state, and international**

Different policies and guidelines may apply to the trip based on whether the destination is in-county, out-of-county, or out-of-state/international. For instance, school vans have a limit as to the number of miles you can travel in one trip. The use of a chartered bus/airfare may be required for long distance trips. In addition, out-of-county, out-of-state, and international travel may require longer planning periods, additional approvals, additional chaperones, etc.

In order for club funds, school vehicles, or other school resources to be used for the trip, a MCCCDC chaperone must be present for the trip and the Travel Request form and Student Travel Packet must be completed.

#### **Club trips must be for educational purposes**

All out-of county trips taken by student clubs must be primarily for educational purposes.

Approximately 50% of the time spent on the trip (other than sleeping, drive time, etc.) must be spent on activities that have educational value. Examples of acceptable educational activities include conferences, leadership training, college tours, and cultural awareness activities. Clubs will be required to submit a trip itinerary and supporting documentation to the Office of Student Life & Leadership. Itinerary will include departure and arrival times, destinations, program content/purpose of the different destinations, contact information for destinations, etc.

#### **Student Eligibility**

Students attending the trip must be currently registered in at least one-credit class at Mesa Community College (cannot be a non-credit class). Students must have a minimum GPA of **2.0** to be eligible for extra-curricular college/club sponsored trips. Students must be members of the club.

Non-students and/or non-employees may not ride in school vehicles or use club/college funds to travel. Also, non-students/non-employees are not covered under MCCCDC insurance during the trip.

## **Transportation**

School Vans: may only be driven by MCCCCD employees who have gone through training and have been approved to drive school vehicles. ([Administrative Regulation 4.14](#)) Mesa Community College owns several mini-vans, multiple 12-15 passenger vans and small sedans. School vans are recommended for local travel and may not be approved for out-of-county travel. Trips may require an additional vehicle for luggage. Club advisors can reserve the vehicles online through the Mesa Community College website using the R25 program through the MCC Calendar. You must use your Enterprise ID and Password to reserve vehicles. Call Facilities/Fleet Scheduling with questions (480-461-7457 at SD or 480-654-7702 at RM)

Carpooling/Student driven vehicles: Students may drive personal vehicles to in-county events with prior approval. Students are still required to complete a Student Travel Packet. Students are not covered by MCCCCD insurance if traveling in their own vehicle. It is recommended that individuals caravan if driving themselves.

Bus Travel: For large groups, or for out-of-county travel, the Maricopa County Community College District has a contract with Coach America for our bus travel. Please call them (602-437-3484) for your first quote. Remember to mention that you are with Mesa Community College/Maricopa Community Colleges. You may also obtain quotes from other bus companies in addition to Coach USA.

Airline: Out-of-state or international travel should be arranged through a MCCCCD approved travel agency. It is recommended that the individuals travel together on the same flight with advisors/chaperones, rather than meeting at the destination. If airfare is being purchased with Mesa Community College funds, or funds from your club's account, you are required to book your tickets using Camelback Odyssey Travel (602-266-4000).

## **Lodging**

Hotels must be registered as MCCCCD approved vendors prior to the travel in order to receive payment. If traveling for a conference, hotel reservations may be included in the conference registration. Otherwise, it is recommended to receive a written quote from several hotels. Some hotels do not accept purchase orders and may require that a club advisor use his/her credit card to hold the rooms. Please see the travel planning checklist for more details about hotel reservations.

Please check with Student Life and Leadership for assistance with other lodging options such as university dorm rooms or student hostels.

Males and females cannot share a hotel room. Chaperones may not share rooms with students without prior approval. Approval will be given when the Travel Request Form and supporting documents are reviewed by the administration.

## **Financing the trip**

Clubs are expected to fund their own travel, or request funds from Student Senate. Clubs can use money from their 910 club account that they have earned through fundraising or donations, or charge the individuals traveling. Any funds that are earned or collected must be deposited in the club 910 account before use. In order for club money to be used for a trip, chaperones must be present at the trip.

If club money will be used for the trip, an Official Function Form must be approved before the money can be withdrawn. The Office of Student Life and Leadership can assist in creating a request for a cash advance if out-of-county per diem is required.

## **Student Travel Forms (Student Travel Packet)**

All students traveling on a school sponsored trip must complete a Student Travel Packet. The packet contains the following forms:

- Student Emergency Information Form
- Behavior Agreement
- Assumption of Risk and Responsibility
- Talent Release Form
- Official Absence notification (optional-if missing class)

For club travel, these forms need to be received by the Office of Student Life & Leadership NO LATER than 1 WEEK prior to the trip. Student Life will leave the packets with College Safety. The advisor also needs to retain a copy of these forms to have available in the event of an emergency during the trip.

## **Insurance**

In order for a club trip to be considered official and covered by MCCCDC insurance, a Travel Request form must be approved by the College President and the Student Travel Packet must be completed by each student and submitted to the Office and Student Life and Leadership. Please refer to the Planning Timeline and Checklist for submission and approval due dates.

## **Chaperones**

There must be 1 chaperone for every 15 students on the trip. Chaperones must be Mesa Community College faculty or staff. Chaperones are also required to have an Annual Travel Acknowledgement form on file with the MCC Fiscal Office. Additional chaperones may be required for out-of-county trips.

## **Behavior**

Students and chaperones are expected to conduct themselves as representatives of the college and district. Students must sign a Behavior Agreement form before traveling.

## Planning Responsibilities

### Club responsibilities

- ❖ Meet regularly with Student Life and advisor/chaperone to plan trip
- ❖ Find hotel, get price quote, and check with Student Life to ensure the hotel is an approved MCCCCD vendor.
- ❖ Find bus/transportation, get price quotes, check with Student Life to ensure bus company is an approved MCCCCD vendor, and all other communication with the transportation provider
- ❖ Communication with any other vendor being used (tickets, conference registration, etc.)
- ❖ Set trip agenda
- ❖ Submit all price quotes and trip information to Student Life
- ❖ Copy travel packets for each student (can use club copy code)
- ❖ Ensure all students attending trip have completed a Student Travel Packet and submitted packets to Student Life no later than 1 week before the trip
- ❖ Complete Official Function form
- ❖ Submit all appropriate paperwork to Student Life

### Advisor/Chaperone responsibilities

- ❖ Meet regularly with Student Life to plan trip
- ❖ Follow up with students/club to ensure they are making arrangements in a timely manner
- ❖ Provide Student Life with a list of the names and Student ID # of all students who plan on attending to be provided with the Travel Request Form
- ❖ Sign Official Absence cards before students give cards to instructors. Collect completed cards and submit to Student Life or have students submit directly to Student Life.
- ❖ Notify students if they are not eligible for club travel (Student Life will check eligibility)
- ❖ Check-in students before they get on the bus; make sure the “right” students are getting on the bus (i.e., no one who didn’t complete forms, etc.)
- ❖ Provide your contact information to Student Life/College Safety in case we need to contact you during the trip
- ❖ Obtain all proper receipts throughout the trip
- ❖ Keep a copy of student emergency contact information with you throughout the trip
- ❖ Sign Travel Request Form (available in Student Life)
- ❖ Make sure you have a signed Travel Acknowledgement Form on file in the fiscal office.

### Student Life responsibilities

- ❖ Meet regularly with club members and advisor/chaperone to plan trip
- ❖ Assist club in completing proposals for funding
- ❖ Facilitate process to get vendors approved by MCCCCD (fax forms, etc.)
- ❖ Create requisitions for payment of vendors (bus, hotel, etc.) *NOTE: We cannot complete the requisition until given quotes and other important information from the club. Requisitions can take up to 3 weeks to be processed, so please make sure we have the information on time.*
- ❖ Request cash advance if using club funds to purchase meals.
- ❖ File submitted Official Absence forms
- ❖ Verify student eligibility
- ❖ Assist advisor in submitting receipts



**CLUB TRAVEL:**  
**Planning Timeline & Checklist**  
**Sample Itineraries**

## Club Travel Checklist and Timeline

Please refer to this Checklist and the Club Travel Policies to assist you in planning your club travel.

**PLEASE understand that the process to plan a trip may take up to six (6) weeks.** (Just the process to pay vendors such as hotels and bus companies can take up to three weeks!) It is very important to plan ahead for a trip that requires an overnight stay or bus travel.

**6 weeks prior to travel: This is the time to start your research, make a lot of phone calls to find out how much things cost:**

- Build agenda: remember that the 50% of the trip needs to be dedicated to activities with educational value (leadership training, conferences, college tours, cultural awareness, etc.).
- Determine if students attending trip must be club members, or if members of other clubs will be allowed to attend. Begin to recruit students to attend.
- Research prices for hotels
  - The hotel that is chosen must get entered into the MCCCCD vendor system in order to be paid. Student Life can tell you if a hotel is already registered as a vendor or facilitate the process to get a hotel registered as a vendor.
  - Ask if the hotel if it accepts purchase orders, and when purchase order is required. If they do not accept a purchase order, find out when payment is due.
  - Find out the name of the manager, phone and fax numbers for each hotel you call.
  - Ask about cancellation policies
  - Ask if they have bus parking available (if necessary)
- Decide how the group will be traveling: air, school vans, charter bus, etc.
  - Bus Transportation:
    - Research prices for bus transportation
    - The Maricopa Community Colleges has a contract with Arrow/Coach USA for our bus travel. Please call them (602-437-3484) for your first quote. Get a copy of the quote.
    - Fax/Email trip itinerary to bus company to make sure they can accommodate your requests. (Bus drivers can only drive a certain number of hours each day.)
    - Ask if departure time effects cost
    - Ask about cancellation policies
    - Ask if multiple locations effect cost
    - Ask if you are required to pay for a hotel room for the driver
    - Ask if they require a deposit, and when it is due
  - Airline Transportation:
    - Speak with Student Life about working with one of the MCCCCD approved travel agencies to book an airline.
  - School vans:
    - Ask advisor to reserve a school van using the online request form (R25) from the MCC website. It is located under the Calendar section of the website.
    - Vans seat 7-12 passengers (including driver). Remember, you may need an extra van to hold luggage. The Red Mountain campus has a 15 passenger van that is available as well.
    - Drivers must be approved drivers (have gone through the vehicle training).
- Collect list of names of interested students so you can estimate how many hotel rooms and the size bus you need
- If requesting additional college funding, complete funding request proposal. Make an appointment with Student Life to assist you with this process.



- Find chaperones-One chaperone per 15 students

**4 weeks prior to travel: There is a lot of work this week! This is the time to finalize the decisions for the trip and work closely with Student Life:**

- Decide on what hotel you will use
  - Get a printed copy of the quote
  - If the hotel is not in the MCCCCD vendor system, work with Student Life to fax vendor registration form to the hotel, to the attention of the manager. Follow up to make sure they received the form, filled it out, and faxed it back to us. Vendors cannot be paid unless they are registered.
  - Work with Student Life to get a requisition processed for payment.
- Decide on what type of transportation (ex: which bus company) you will use
  - Get a printed copy of the quote if you don't have one already
  - Work with Student Life to find out if the bus company is in the MCCCCD vendor system or to get the company registered. (Fax vendor registration form to them, follow up to make sure it was received, filled out, and faxed back to MCCCCD.)
  - You must submit a quote from Coach USA, even if you do not plan to use them.
  - Work with Student Life to get a requisition processed for payment.
- Determine who will pay for meals during trip
  - If club money will be used to pay for meals, *you must request a cash advance*. Figure out how many meals you will be purchasing, how much money you will need, etc. Student Life can help you with this. The advisor/chaperone will be given the cash advance in the form of a check, so must be in the system before check can be requested.
- Pass out Student Travel Packet to all students attending trip
  - Forms are available in Student Life, but club is responsible for making enough copies for all students. Club copy code can be used.
- Pass out official absence cards to any student who will be missing class
  - Cards are available in Student Life
  - Cards must be signed by the club advisor before students give the cards to the instructors to be signed.

**3 weeks prior to travel: The trip is getting close! If you haven't done so yet:**

- Work with Student Life to complete requisitions for vendor payment (earlier than 3 weeks if payment is required in advance)
  - Student Life will process the requisitions for you, but it is very important that you give us all required information, no later than 3 weeks before your trip.
  - Information needed to create requisition includes:
    - ✓ Copy of the quote (must include all costs listed separately: tax, deposits, etc.-cannot be a lump sum)
    - ✓ Detailed information about what is being purchased (number of hotel rooms, number of buses, order numbers, number of tickets, etc.)
- Submit copies of all paperwork to Student Life
  - Quotes, contact information, student names and ID numbers, meeting minutes showing approval of club funding, itinerary, budget, information about destinations, etc.
  - Advisor must sign Travel Request Form (available in Student Life). Student Life will then submit this form for approval.
- Advisor must have a signed Travel Acknowledgement Form on file in the fiscal office.

## **2 weeks prior to travel: You leave soon! Time to....**

- Return all completed student travel packets to Student Life
  - Student Life will compile a list of all students attending, their student ID number, and emergency contact name and phone number. Eligibility will be verified.
  - Advisors/chaperones should have a copy of the emergency contact information with them at all times throughout the trip.
- Return all official absence cards to Student Life
  - Cards must be signed by each instructor whose class will be missed.
- Decide on room arrangements, and submit rooming list to hotel
  - *Note:* It is Mesa Community College policy that chaperones are not allowed to share a hotel room with a student, and males and females may not share rooms.

## **1 week prior to travel: This week is for tying up any loose ends...**

- Call your hotel, bus company, and any other vendors to confirm your reservation
- Ensure all students attending the trip have important information such as meeting/departure time, agenda, any personal money needed, and contact information for chaperones/hotel to be given to family.
- Make sure you have directions to your destinations
- Pick up cash advance (advisor/chaperone)

## **Day of travel**

- Confirm with Student Life which students actually showed up for the trip at the time of departure
- If using a school van, pick up the keys from the Transportation office
- Have a fun, safe trip and remember that you are representing Mesa Community College!

## **After you return from your trip**

- Return the van and keys
- Write thank you notes to any funding sources
- Collect any unpaid invoices and submit to Student Life (or whoever did your requisitions)
- Turn in receipts with expense form if necessary (chaperone)
- Shred any forms or documents that contain student ID numbers. Student Life will keep a copy of the Student Travel Forms in the club file.

## Sample Itinerary: Flagstaff/Grand Canyon

### **Friday**

- 12:00 p.m.: Students meet in the East Parking Lot for bus loading.
- 12:30 p.m.: Bus departs for Flagstaff.
- 3:30 p.m.: Arrive in Flagstaff. Check into Hotel.  
Hotel: Quality Inn (928)-226-7111 (phone)  
2500 E. Lucky Lane, Flagstaff, AZ 86004
- 4:00 p.m.: Head to NAU for campus tour.  
NAU representative: John Doe, Undergraduate Admissions Representative
- 6:00-10:00 p.m.: Dinner with members of the NAU branch of your club.  
Contact: Club President, (928) 555-1234
- 10:00 p.m.: Return to hotel.

### **Saturday**

- 8:00 a.m.: Continental breakfast at hotel
- 9:00 a.m.: Check out of hotel; board bus. Depart for Grand Canyon.
- 11:00 a.m.: Arrive at the Grand Canyon, South Rim Visitor's
- 11:00-3:00 p.m.: Spend day at the Grand Canyon; hike; tours; shopping
- 3:00 p.m.: Board bus and return to Mesa Community College
- 7:00 p.m.: Arrive at Mesa Community College

## Sample Itinerary: Los Angeles

### **Friday**

- 12:00 p.m.: Students meet in the East Parking Lot for bus loading
- 12:30 p.m.: Depart from Mesa Community College for Los Angeles, CA
- 6:00 p.m.: Arrive in the Los Angeles, CA.  
Check into Hotel
- 7:00-10:00 p.m.: Pre-arranged dinner and event at UCLA  
Examples: Campus tour  
Attend a film festival, dance or theatre event  
Meet with the UCLA version of your club
- 10:00 p.m.: Return to hotel

### **Saturday**

- 8:00 a.m.: Breakfast
- 9:00-6:00 p.m.: Museums, cultural exhibits, etc. **MUST INCLUDE DETAILS**
- 6:00-10:00 p.m.: Dinner; evening event

### **Sunday**

- 8:00 a.m.: Breakfast & Check out of hotel
- 9:00 a.m.: Arrive at Museum of Tolerance for facilitated tour  
Eat lunch at the museum
- 1:00 p.m.: Return to Mesa Community College
- 7:00 p.m. Arrive at Mesa Community College