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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: STUDENT TRAVEL

NUMBER: PRO 4-12

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REFERENCE: Florida Statutes 112.061; 1001.64 (12) (18)

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Board Rule 2.20 Travel

Admin. Pro. 3.06 Field Trips

Admin. Pro. 4.10 Athletic Travel

Admin. Pro. 5.07 Volunteers

Admin. Pro 6.25 Travel Authorization and Expense Reimbursement

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**I. PURPOSE**

To establish a framework for providing opportunities for Lake-Sumter State College students to engage in college-sponsored learning activities that require travel off-campus of any form.

**II. RESPONSIBILITY**

The Vice Presidents, or their designees, must approve all student travel.

**III. OBJECTIVES**

Lake-Sumter State College is committed to providing a safe and secure educational environment for students, faculty, staff and visitors. In that capacity, the college will ensure that:

- a. Required documentation is completed and approvals secured prior to all travel departures.
- b. Approved modes of transportation are being utilized for student travel.
- c. The destination is a safe environment and supports the College's educational mission.
- d. Faculty and staff responsible for leading student travel have the necessary resources, tools, and support to safely conduct student travel and adhere to all college risk management processes.

**IV. TYPES OF TRAVEL**

- a. **Field Trip** - Class meeting held in an off-campus location; may extend beyond, or be outside of, normal, scheduled class meeting time; may extend overnight.
- b. **Student Trip** - May be for any official college purpose, other than a class; may extend over more than one overnight; may be in-state or out-of-state.

**V. SCHEDULING TRAVEL**

- a. When possible, travel should always be scheduled to cause the least amount of disruption or interference with the student's academic courses.
- b. If travel is a structured component of a class, the trip, and any assignment(s) related to the trip should be identified in the course syllabus and discussed with the students at the beginning of the course. Faculty should provide an alternative assignment for students who are not able to travel.
- c. No student travel should be scheduled during the first or last week of classes or on any day when final exams are scheduled.

**VI. PREPARING TO TRAVEL**

- a. The faculty or staff member must agree to be responsible for a student travel event, prior to any planning for the travel beginning. This will require the faculty or staff member to be responsible for all required documentation and logistics planning prior to travel commencing.
- b. The faculty/staff member will be required to travel with the student group, responsible for their welfare while traveling, and serve as the point of contact for the College for the duration of the travel.
- c. The faculty/staff member is responsible for completing the required travel authorization form(s) for their personal travel, as well as making sure that all required student travel forms are completed and submitted as required.
- d. Each individual student who will be traveling must complete an LSSC Student Travel form prior to the travel taking place.
  - 1. Students must be in good standing with the College to travel.
  - 2. An LSSC Student Travel form contains student identifying information, student emergency contact information, a participant liability release, notification confirmation for absence from class(es) for travel and the student "Code of the Road" agreement. All sections of the form must be completed.
  - 3. The faculty/staff member responsible for the travel will use information provided on the LSSC Student Travel form to complete the Group Travel form.
  - 4. The faculty/staff member responsible for the travel should have a copy of each completed LSSC Student Travel form available to them at all times while traveling.
  - 5. The faculty/staff member responsible for the travel will retain a copy of each Student Travel form for 1 year after the travel has been completed.

- e. **Travel approval** - All student travel must be approved prior to the travel taking place.
  - 1. A Group Travel form must be completed and signed by the faculty/staff member responsible for the group travel, the Director of Student Life (for club travel), the Vice President of Academic Affairs (for class field trips), and the Director of Campus Safety. The Group Travel form must identify the location destination, date(s) of travel, faculty/staff member responsible for group, any overnight accommodation information, transportation information and information for each student who will be traveling. Completed Group Travel forms must be submitted for approval no later than five business days before the start of planned travel.
  - 2. A copy of the signed group travel form should be provided to the Director of Student Life (for club travel), the Vice President of Academic Affairs (for class field trips), and the Director of Campus Safety prior to travel beginning by the faculty/staff member responsible for the travel. This should include emergency contact information for the faculty/staff member(s) and volunteers traveling with the students.
  - 3. A copy of the signed Group Travel form should be attached to the Employee Travel Authorization for faculty/staff member(s) accompanying student travel.
  - 4. For student travel using college funds, the required Business Office forms must also be completed and signed, prior to travel beginning. Travel by students for the purpose of representing the College (student competition, etc.) may be reimbursed for mileage and/or meals at a rate not greater than permitted in Section 112.061 Florida Statutes.
  - 5. Student Athlete travel is governed by LSSC Administrative Procedure 4-10.

## **VII. TRANSPORTATION**

- a. The faculty/staff member responsible for the travel will determine the method of transportation required.
- b. Student travel by College vehicle or common carrier (van, bus, plane etc.) is preferred and is strongly recommended whenever possible.
- c. Students may not operate College vehicles or vehicles rented by the College.
- d. Faculty/Staff or volunteers operating College vehicles or vehicles rented by the College must have a driver's license check performed by Human Resources within the past two years.
- e. If travel is completed using personal vehicles, personal automobile coverage will be in effect and the College will assume no responsibility for damage to the vehicle or injury to the vehicle occupants.
- f. The College will not be responsible for any vehicle costs related to student travel completed using a private vehicle.

## **VIII. EMERGENCIES DURING TRAVEL**

Should a faculty/staff or student encounter an emergency while traveling for the College (accident, serious transportation failure, injury, sudden illness, crime, arrest, missing person, etc.), they should:

- a. Call 9-1-1 and request the proper emergency services if necessary.

- b. Contact Director of Campus Safety immediately to make notification of the problem. The Director of Campus Safety should obtain as much information as possible regarding the emergency, offer whatever immediate assistance they may be able to, and notify the Director of Student Life (if a student club or organization), the Vice President of Enrollment and Student Affairs, the Vice President of Academic Affairs, and the Executive Vice President.
- c. With support from the Vice Presidents, the Director of Campus Safety will work with the responsible faculty/staff member(s) to resolve the emergency and return all travelers safely.
- d. An LSSC incident report will be filed by the Director of Campus Safety once the issue has been resolved.

**IX. OTHER CONSIDERATIONS**

- a. No College funds may be used for academic field trip expenses. Field trips are considered part of course work and are an additional expense incurred by the student as part of the course.
- b. Students requesting to travel must be satisfactorily completing work in all classes and must receive permission, via the LSSC Student Travel form, to be absent from class for travel.
- c. Students absences related to approved travel should be treated as excused absences. Students missing class for travel are required to complete any missed work.