

Rock Valley College

Student Individual and Group Travel RVC Administrative Procedure (4:10.250)

Purpose

The Student Individual and Group Travel procedure exists to ensure the safety and well-being of Rock Valley College students during both individual and group travel and to maintain compliance with all applicable College, state, and federal guidelines. It also establishes expectations for the appropriate use of college funds throughout the travel experience.

Scope

This procedure applies to Rock Valley College students who are involved with a club or organization that participates in individual or group travel, whether domestic or international, sponsored or approved by the College.

Department and Primary Point of Contact Involved

Department: Student Life

Primary Contact: Coordinator of Student Activities and Director of Student Life

Procedure

Step 1: Trip Justification

Students seeking to travel as a representative of Rock Valley College must complete the trip justification document located in Student Life. Students and student groups are required to obtain approval from the Office of Student Life confirming that the proposed trip meets the requirements outlined in the justification document. Upon receiving approval, students and student groups may proceed with trip planning.

Step 2: Trip Planning - Individual

Students seeking to travel individually as a representative of Rock Valley College Club must first schedule a meeting with a member of the Student Life team to review applicable travel procedures. During this meeting, the student will be required to provide justification for traveling without a group. Following this review, Student Life will consult with the Student Affairs administration to determine whether individual travel will be approved. If approval is granted, the student will work with Student Life to complete all required travel documentation. Upon completion, the documentation will be submitted to the Student Affairs administration for final approval.

Step 2: Trip Planning - Group

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Groups seeking to travel as a representative of Rock Valley College are required to work with their group advisor to complete the necessary travel documentation for submission to the Office of Student Life. Travel forms are located on the employee intranet. All line items reflecting a budgeted dollar amount must be accompanied by supporting documentation. For example, if traveling from Rock Valley College to Navy Pier in Chicago, Illinois, the group must include a printed map from Google Maps or an equivalent source indicating the mileage for the trip. Once the travel form and all supporting documentation are complete, they must be submitted to the Office of Student Life for review. If the Office of Student Life determines that the travel documentation is sufficient, it will be forwarded to the Student Affairs administration for final approval.

Trip Paperwork Processing Times

To ensure sufficient time for documentation processing, including any revisions that may be required, the Office of Student Life asks that all travel forms (Trip Justification Form, Club Travel Form, Advisor Travel Form, Cash Advance, etc.) be submitted in accordance with the following deadlines:

- **International Travel:** 4 months prior to the departure date
- **Out-of-State Travel:** 10 weeks prior to the departure date (this includes travel to Wisconsin, regardless of proximity)
- **In-State Travel:** 4 weeks prior to the departure date
- **In-City Travel:** 2 weeks prior to the departure date

International Travel/Study Abroad

All international travel will be evaluated on a case-by-case basis in accordance with the procedures outlined above. Should the College elect to offer a study abroad opportunity, it will likewise be required to adhere to the travel policies set forth in this policy. *More information can be found in the International Travel Policy.*

Adequate Funding

All group and individual trips must demonstrate that adequate funding is available to cover the associated travel costs. Eligible funding sources include College funds, Student Government funds, club funds, fundraising proceeds (in accordance with the College's fundraising policy), or students' personal funds. Proof of funding will be required at various stages throughout the travel approval process.

Travel Purchases

The Offices of Business Services, Accounting Services, and Student Life are available to assist with all travel-related purchases. Hotel accommodations and flights will be arranged through Business Services. For groups of more than six travelers, Business

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Services will coordinate with a travel agency to arrange flights and hotel accommodations. For groups of fewer than 6, Business Services will coordinate with Student Life to make the proper reservations. Per policy, personal vehicle use will not be eligible for reimbursement unless approved by Account Services and Student Life.

Responsible Funds Usage

Groups utilizing College funds for travel-related purchases are required to demonstrate fiscal responsibility. This includes, but is not limited to, ensuring that only pre-approved purchases as itemized on the approved travel forms are made while traveling, and adhering to the per diem meal rates as established by the federal government.

Post-Travel Documentation

Following the conclusion of any trip, individuals and groups are required to submit all receipts and any remaining funds from cash advance purchases to the Accounting Services office. Students seeking reimbursement for out-of-pocket expenses must submit the completed travel paperwork along with all supporting documentation for those expenses. Additionally, all individuals and groups are required to complete the Student Life post-trip document, which includes reflection questions and a request for photographs from the trip.

More detailed instructions are outlined in the Student Life Handbook and Student Life Travel Standard Operating Procedure.

Related Documents

- Student Life Travel Standard Operating Procedure
- Student Life Handbook

Reference: Board Report 6696, Board Report 6876, AR 314

Implemented: March 23, 2010; April 24, 2012; April 8, 2014

Revised: August 26, 2026