

Student Organization Travel Checklist

ALL ITEMS ON THE CHECKLIST BELOW NEED TO BE SUBMITTED TWO WEEKS PRIOR TO EVENT TRAVEL.

- Make tentative transportation reservations. (Advisors are required to make all hotel, vehicle, and/or bus arrangements.)
- Complete a **Transportation Form**.
- Complete items required by rental agency (i.e.-Lamer's-signing and returning contract, Enterprise-faxing copies of driver's license and any other requirements the rental agency requires).
- Have all participants complete and sign an **Acknowledgement of Risk/Acceptance of Responsibility Agreement and Release Form**.
- Complete the **Emergency Contact Form**. Make sure all participants provide emergency contact information. (TIP: keep a master electronic copy to be used for the whole year.)
- If using an NWTC fleet vehicle, rental, or transporting any other students, complete a **Student Vehicle Use Form** for each driver. Please try to limit driver verification's due to cost of driver verifications.
- If transporting students in your vehicle, this also requires you to complete a **Student Vehicle Use Form** for each driver. However, this is not recommended since personal insurance is primary & mileage is not reimbursable.
- Review student travel code of conduct rules with participants prior to departure, including consequences for violations.
- Return transportation form, acknowledgement of risk forms, emergency contact form, and vehicle use form to the Student Involvement Office for transportation approval.

Travel Notes

- The advisor should make all travel arrangements including transportation and lodging.
- Non-NWTC students may not benefit financially by participating in a club-sponsored event (i.e. if a non-student attended a club event that required transportation, he/she would be required to pay for the equal portion of all costs associated with the trip).
- When traveling, leave as a group (same time, same location) when at all possible.
- Student Involvement Office has a credit card available for reservations and payments to hotel.
- Advisor should bring tax-exempt certificate to hotel.
- Advisor/NWTC staff is highly encouraged to go with student organization on all conference/field trips.
- Use of owned, rented, leased or hired fifteen-passenger vans is completely prohibited!

- Use of alcohol and/or drugs is prohibited during the official business of a field trip, regardless of legal drinking age.
- Prior to being an approved driver, all drivers must meet the Technical College's minimum motor vehicle record.
- Suggested vehicle rental capacities:
 - Car- up to four people
 - Minivan- 5 – 7 people
 - Bus – 20 or more (with 30 rent a 37 passenger bus)
- Rental Agencies:
 - Enterprise (state contract)- 920-592-8888 (Give your Club Name when reserving)
 - Lamer's Bus Lines- 920-496-3600
 - Bay Bus- 920-468-7738
 - Kobussen- 800-447-0116
 - Others
- Fuel Card-available for check-out in the Student Involvement Office for conference/field trip fuel purchases. Please request one (1) or two (2) days prior to your travel date.
- Hotel Rooms- four to a room is suggested when making reservations.
 - If individuals are uncomfortable sharing, they will need to pay the difference. For example, hotel room is \$100/4 people = \$25 per person. If a student only wants three (3) in a room, they would be required to pay the \$25 per night difference out of pocket.
 - The recommendation for four to a room is highly recommended for the use of student organization fundraising revenue. Please make arrangements using fundraising money as if you were spending your own personal money.
- Food Allowances:
 - Meals will be as listed in guidelines for in state meals and will not exceed the GSA rate for out-of-state meals unless specifically approved by the President or the Chief Financial Officer. Please see the following internet site for GSA meal allowance: [GSA - Domestic Per Diem Rates](#). Official conference banquets are not subject to the GSA individual limits. Meals in conjunction with conference/meeting (that are not included in conference/meeting) and are a part of the conference/meeting will be reimbursed. Alcoholic beverages are not reimbursable and should not be included in restaurant receipts.
 - In-state meal expenses, including gratuities, shall be reimbursed at actual cost providing they do not exceed established maximums as follows:

Breakfast:	\$ 7.00
Lunch:	\$10.00
Dinner:	\$17.00
- It is okay to consult with the Technical College Risk Manager prior to and while planning a field trip and if an incident occurs. The Technical College's Risk Manager is Tim McNulty and he can be reached at 920-498-7147.