



FLORIDA SOUTHWESTERN STATE COLLEGE



Student Travel Packet

FLORIDA
SOUTHWESTERN
STATE COLLEGE
OFFICE OF STUDENT LIFE

Revised August 2014

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Florida SouthWestern State College is committed to providing an educational and working environment free from discrimination and harassment. All programs, activities, employment and facilities of Florida SouthWestern State College are available to all on a non-discriminatory basis, without regard to race, sex, age, color, religion, national origin, ethnicity, disability, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access or equal opportunity should be addressed to Title IX/Equity Officer, Florida SouthWestern State College, 8099 College Parkway, Fort Myers, FL 33919, (239) 489-9305.

GUIDELINES:

There are several steps that student organizations must complete before they can travel. Prior planning is the key to a successful, safe, and enjoyable off-campus excursion. There are forms that the advisor **MUST** complete before and after traveling. Office of Student Life cannot fill these out for the advisor; each advisor should fill out his/her own paperwork by adhering to the following simple instructions.

Procedures:

I. Travel Procedures and Paperwork

- a.** Travel Authorization Form: To travel, you must first seek authorization from the Office of Student Life. Travel Authorization Forms must be completed before any off-campus club-sponsored event for the trip to be considered official, and to use club funds to cover expenses. The advisor must complete a travel form for the group. For any trip, no more than 15 students are allowed per advisor. The form must list the names of all the students that are traveling on the third page under the section, "Group Travel." A copy of the event/conference agenda or appropriate documentation must accompany the travel form, to confirm that there is actually a reason for the traveling. The Travel Authorization form (only the authorization form—not the reimbursement forms) should be completed and submitted to the appropriate Student Life staff member at least four weeks or more prior to departure. If authorization forms are not turned in within four weeks of departure, the trip may be denied.
- b.** Travel Expenses: Use the "Check Request" form to initiate the cutting of a check for any purchase that does not require a purchase order.
- c.** Academic Requirements: Students intending to travel with a club, SGA, or in the name of the college must maintain a 2.0 GPA for the current and cumulative semesters. Students must also be enrolled, maintain, and complete at least (6) credit hours in the fall and spring semesters. The notice of class absence form should be submitted 4 weeks in advance for all students attending a trip.
- d.** The Code of the Road: Delegate Contract sets the guidelines for club members on off-campus excursions. All Florida SouthWestern State College (FSW) student organizations are responsible for using the Code of the Road. It should be read and signed by all trip

attendees, then submitted to the appropriate Advisor or designee traveling with the group. This form allows the student to receive medical attention, provides emergency contact, and informs the student that they are still held accountable for adhering to the Student Code of Conduct.

e. FSW Students and Advisors Only: Club sponsored trips are for members of that organization and advisor only.

Advisor Responsibilities for Off-Campus Travel Form:

The club advisor must read and sign the Advisor Responsibilities for Off-Campus Travel Form, and submit it to the appropriate Student Life staff member four weeks to departure.

II. Transportation

Members of clubs may use rental vehicles, commercial transportation, or their personal vehicles for club trips and conferences. However, there are certain stipulations attached to all of these means of transportation and paperwork to be completed.

a. College or Rental Vehicle: No student may drive a college or rental vehicle on behalf of the college or any club unless that student is an employee of the college. If the club advisor or supervisor asks a student to drive a vehicle on behalf of the college, the following must be done: (1) make a copy of a valid driver's license and auto insurance along with a copy of the Student's ID, (2) submit this to the appropriate Student Life staff member for approval one month prior to departure. (3) Personal vehicle: If the student has permission from the appropriate Student Life staff member and the club advisor to drive his/her own vehicle (not a rental or college vehicle) to a conference, the student's own insurance should provide coverage. The student must drive in "caravan" style with the advisor.

Public Transportation:

Commercial transportation includes air, train, bus and boat, the appropriate Student Life staff member and/or club advisor should always be consulted prior to making any reservations. All proper paperwork must be submitted before arrangements are made.

The college uses a Travel Authorization Form for students and staff travel. Should anyone or any organization need reimbursement for hotel, gas, parking, tolls, transportation, etc., the Voucher for Reimbursement of Travel Expenses must be completed and submitted to a Student Life staff member after returning from a trip. Be sure to submit original receipts two weeks after trip for all expenditures that require reimbursement. It is a good idea to make a copy of the original receipts for the club treasurer and advisor for record keeping purposes.

b. Pay in Advance: Student organizations are encouraged to pay for as many expenses as possible before the trip. Expenses for conference registration, hotel, commercial transportation, and rental car are paid in advance by submitting Request for Payment or Purchase and Travel Authorization Forms.

1. Check Requests or Purchase Requests should be:

- 1. Made payable to the vendor.**
- 2. Indicate the names of students being registered and the cost for each.**
- 3. Be submitted to the Office of Student Life with two copies of the conference registration form.**

2. The Accounts Payable department will settle the expenses on behalf of the organization. Some out-of-town hotels do not recognize FSW's tax-exempt status. **Please clarify this with the hotel so that only the cost of the room(s) will be due at check-out.** Any taxes or fees that are applied to the cost of the room will not be reimbursed by the college.

3. When the organization returns from a trip, be sure that the Voucher for Reimbursement of Travel Expenses section of the Travel Authorization Form is completed with exact figures for expenses. The total amount owed the traveler, or owed the college, will be evident on the Travel Authorization Form and documented by attaching the original receipts.

c. Pay Upon Return: Before departure the advisor should submit the Student Travel Packet with all sections completed to the Office of Student Life for approval. The college will pay the amount due to the traveler or creditor. The total amount due should be evident on the anticipated travel expense form located in the student travel packet and supported with original trip receipts.



FUNDS REQUEST & TRAVEL RATIONALE FORM

Date of Request

Club/Organization Name _____

Club Advisor Name _____ Phone _____

Event _____

Date(s) _____

Location _____

Rationale for Attendance

Benefit to Organization

Student Learning Outcomes

Club Advisor Signature: _____ Date: _____



EMERGENCY CONTACT INFORMATION

Name: _____

Relationship: _____

Address: _____

Home Phone: _____ Alternate Phone _____

Student Signature: _____ Date: _____

Parent or Guardian Signature _____ Date: _____



NOTICE OF CLASS ABSENCE DUE TO ACTIVITIES

Student Name _____

Banner Id _____ Date(s) of Absence _____

Reason for the Absence (50 words or less)

Permission to make up class work missed during absence.

Course Number	Instructor	Signature of Instructor

Instruction to students:

1. List classes by course name & number and instructor that you will miss during your absence.
2. Contact your instructor (s) for class assignments and to secure permission to make up class work missed.
3. Obtain the signature of your club advisor or faculty/staff chaperone for the event.
4. Return the completed form to the Office of Student Life no later than two weeks prior to date absence.

Club Advisor or Faculty/Staff Chaperone _____

Date: _____



CODE OF THE ROAD: DELEGATE CONTRACT

I hereby agree to fulfill all terms of this agreement as a delegate of Florida SouthWestern State College (FSW) to event listed below.

1. I understand that, as a representative of Florida SouthWestern State College, I will stay with the delegation at the designated site of the event and return with the delegation via transportation provided and approved by FSW.
2. I will attend all necessary pre-conference, on-site and post conference meetings.
3. I will attend and actively participate in all aspects of the conference.
4. I realize that I am a representative of Florida SouthWestern State College and that I have been chosen to represent it and its interests. As such a representative, I understand that any actions I take at the conference will negatively or positively affect opinions of others about the college.
5. As a delegate, I will engage in behaviors that are responsible and mature. I understand that intoxication, use of illegal substance, abusive or inappropriate language and/or behavior resulting the breaking of conference, hotel or FSW rules, may result in dismissal from the delegation and the conference. I further understand that if any action is in violation of the FSW student code of conduct, or the college discrimination or harassment policy, I may also be subject to college disciplinary action. If asked to leave conference, I understand that I will be responsible for reimbursing FSW for any and all expenses incurred for my participation.
6. I hereby certify that I am an enrolled student in good standing and I release my cumulative GPA to the office of student life for verification.

Student Signature: _____ Date: _____

Signature of Parent/Guardian (under18): _____ Date: _____

Club Advisor Signature: _____ Date: _____

Name _____ Banner Id _____

FOR QUESTIONS

For questions or concerns, visit your Office of Student Life on any of our campuses or centers. Our advisors can help you with any aspect of club organization, travel and expenditures.

Charlotte Campus

Building O, Room 105
(941) 637-5634

Collier Campus

Building A, Room 106
(239) 732-3706

Hendry/Glades Center

Building A, Room 124
(863) 674-6005

Thomas Edison (Lee) Campus

Building S, Room 102
(239) 489-9246

Offices open from 8:30am to 6pm each weekday*

*excluding holidays and campus/center closures





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