



ADVISOR RESPONSIBILITIES FOR OFF-CAMPUS TRAVEL

Pre Travel—

- All travel expenses should be researched, and then submitted for review and approval to the Office of Student Engagement prior to any reservations being secured.
- If using Club/Organization funds, you must first submit a Student Travel Form along with supporting documentation with the detailed travel expenses.
- As a Faculty or Staff member, you must also submit a completed copy of the Travel Authorization Form to **Student Engagement** if you are traveling with the group.
- After securing approval from the Office of Student Engagement, complete the Registration with the conference agency and reserve transportation.
- Utilizing the above invoices, complete and sign all Check Requests for payments and provide to the Budget Administrator in the Office of Student Engagement for processing.
- Obtain signed copies of the Liability Release Form and the Code of the Road from all students who will be traveling.

During Travel—

- For the safety of our students, it is your responsibility to make certain that all club members are accounted for each evening by a pre-determined time. That time is left to your discretion. This can be done using video/phone technology if not traveling with your group.
- Advisor(s) is expected to follow FSW policies while away from the college.
- The use of alcohol and/or drugs is prohibited at all times.
- Advisor(s) is expected to set the standards for students and make sure the students know what is expected of them.

Post Travel—

- Finalize the Travel Authorization form.
- Submit receipts along with signed Check Requests or Petty Cash forms for all Club agreed upon travel expenses that were not paid prior to the trip.

Note: For further information on Florida SouthWestern State College Off-Campus Travel Policy please refer to the Student Engagement Guide Book.

By signing below, I acknowledging that I have read and agree to comply with Florida SouthWestern State College's responsibilities for Off-Campus Travel.

Advisor Name _____ Signature: _____ Date: _____