

STUDENT ORGANIZATION AND CLASS TRAVEL PROCEDURES

I. PURPOSE

Casper College supports co-curricular student learning and encourages participation in student clubs/organizations and class activities. The College encourages student organizations and classes to take advantage of events off campus that enhance their education such as conferences, cultural trips, competitions, and special events. To promote a safe travel experience, the following procedures have been established for students traveling as a representative of a Recognized Student Organization (RSO) or Casper College in general.

These guidelines do not apply to individual student travel for the purpose of internships, practicums, observations, or other required off-campus class assignments not funded by the College. Students traveling to athletic or other College events as spectators are also exempt.

II. DEFINITIONS

A *Recognized Student Organization (RSO)* is one that has been formed for educational, professional, social, recreational or other lawful purposes and derives the majority of its membership and all of its leadership from the Casper College student body or that of UWCC. An active RSO is required to provide the Student Senate with a copy of the organization's constitution, a list of the current officers, and the name of the current employee sponsor.

A *College sponsored event or activity* is one that is initiated, planned and arranged by a member of the College's faculty or staff, or by members of an active RSO, and is approved by an appropriate administrator, and/or an activity or event that is managed and financially supported by the College.

A *current student* is one who is currently registered/enrolled at Casper College and/or UWCC on a full- or part-time basis, whether taking the class(es) for credit or noncredit.

An *appropriate administrator* is a Vice President, Dean, Department Head or Director, or his/her authorized designee.

III. GENERAL GUIDELINES

- A. Travel by a Recognized Student Organization, College team, academic class, non-academic class, and/or college group must be consistent with the group's constitution, College's mission and/or team and class objectives. Travel should be planned so it does not create an undue interference with academic responsibilities.
- B. Student groups/organizations/classes/teams are required to have an advisor/instructor traveling with them. The travel advisor must be a College employee who has received appropriate administrator approval.
- C. College sponsored student travel applies to current students, class participants, club/organization members and/or others as appropriate.
- D. The Casper College Student Conduct Code applies to all on- and off-campus activities, events, and classes including all travel. The travel advisor should discuss the Conduct Code with students prior to departure.
- E. A Casper College Student Travel Authorization Request form is to be completed and on file with the Vice President for Student Services Office **ONE WEEK** prior to travel. The authorization is to include the following: a list of all participants, student travel release forms, and any additional required information.
- f. Casper College vehicles are to be used for student travel transportation. Submit a Vehicle Request form to the Physical Plant office as soon as travel dates are established. College personnel may elect to take their own private vehicles if prior approval is secured. If a College vehicle is available but a private vehicle is used, the College will reimburse at a rate of \$.10 per mile below the IRS mileage reimbursement rate set by the College as of July 1 for the current fiscal year.

- G. Approval from the Office of Human Resources is required prior to driving a College vehicle. A copy of your Wyoming driver's license and a report of your driving record from the State of Wyoming must be on file with HR. Special training is required for transporting large groups using the College's "people mover" vans. A bus driver may be hired at additional cost to the group/organization. It is VERY IMPORTANT to allow enough time for these activities before you plan to travel.
- H. The College Insurance policy does not cover drivers under the age of 21. If there's a possibility that a student employee might drive a Casper College vehicle, he/she must be 21 and also have his/her Wyoming driver's license and State of Wyoming driving record on file and be approved by the HR office.
- I. A travel cash advance to pay for meals, hotel rooms, and gasoline is available from the Financial Management and Accounting Office for activities/organizations that have a College budget account and/or an Agency account. A Check Requisition form for the estimated amount of the trip is to be submitted to the FMAO at least one week prior to travel. The travel sponsor will receive a check (made out to him/her) and an envelope that outlines the amount of receipts that need to be submitted upon return. Meal costs during travel are compensated on either a per diem rate **OR** per actual verified cost. The allotted meal per diem is \$44 (\$9, breakfast; \$13, lunch; \$22, dinner); **OR**, actual meal receipts can be submitted, which may be the most economical for your organization. All other expenses (lodging, registrations, gasoline, etc.) must be accompanied by receipts in the envelope returned to the FMAO. Credit card expenditures must also be verified by receipts in order to be paid.
- J. Reimbursements are possible, but are discouraged, for any Casper College employee sponsoring college-related travel. Except in special circumstances, Casper College employees are expected to report expected travel expenses for college activities in advance to the Financial Management & Accounting Office.
- K. Organizations that travel often, or that have usual expenses incurred on a regular basis, should contact the Casper College Purchasing Coordinator to see if a Casper College Credit Card is possible.

STUDENT TRAVEL AUTHORIZATION AND RELEASES

Complete and file the **Casper College Student Travel Authorization Request** and the appropriate **Student Travel Release Forms** with the office of the Vice President for Student Services at least **ONE WEEK** prior to any travel. Student travel **cannot** take place without prior approval and completion of this process. The travel procedures have been implemented to afford **you**, the College, and the students some form of protection should any unforeseen circumstances arise.

It is strongly recommended that all students traveling with a club/organization or in conjunction with a class activity should have personal health insurance. The College offers a low cost policy through Student Assurance Services, which can be accessed at www.sas-mn.com. Brochures are available from Student Services (GW 412). The coverage is designed to provide benefits for medical expenses arising from an injury or sickness including those which occur off campus and during interim vacations.

The following pages include these forms:

- **CASPER COLLEGE STUDENT TRAVEL AUTHORIZATION REQUEST**
- **STUDENT TRAVEL RELEASE FORM**
- **STUDENT REQUEST TO DRIVE A PRIVATE VEHICLE**



Return 1 week prior to travel to:
Office of Vice President for Student Services
Joanna Anderson, GW 412
307-268-2210

CASPER COLLEGE STUDENT TRAVEL AUTHORIZATION REQUEST

Part I. Advisor/Sponsor Information

Name of College Employee Responsible for Trip: _____

Position /Title : _____

Administrative Unit/Organization: _____

Phones: Office _____ Cell _____ Email: _____

Part II. Trip Information

Purpose of Trip: _____

Destination : _____

Dates of Travel: Departure _____ Return _____

Total Number of Participants: _____ Number of Non-Student Participants: _____

Lodging Arrangements: (Address and Phone Number Required): _____

_____ Phone () _____

Transportation Arrangements:

___ Casper College Vehicle(s) Requested: _____

___ Personal Vehicle, License #: _____

___ Common Carrier Requested: _____

Name(s) of Drivers: _____

Name of College Employee Available for Contact in Event of Emergency: _____

Phones: Office _____ Home _____ Cell _____

Part III. Administrator Approval

Required Information/Documents:

_____ List of All Participants with Student ID #s

_____ Student Travel Release Forms (with signatures and emergency contact)

_____ Valid Driver's License, if applicable

_____ Proof of Current Liability Insurance (For Personal Vehicle Use Only)

Appropriate Administrator Approval (signature): _____

Title: _____ Date: _____



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STUDENT TRAVEL RELEASE AGREEMENT

I, the undersigned, request participation in the following Casper College and/or University of Wyoming/Casper College class and/or sponsored activity:

_____ (activity name)
 to be held on _____ (month, dates, year)
 in _____ (city/state) sponsored by the _____
 (dept., club, organization) and represented by _____ (activity contact
 name/dept.) all of which is hereinafter referred to as the "activity."

I consent to participation in the activity and acknowledge that I fully understand my participation may involve risk of serious injury or death, including losses which may result not only from my own actions, inactions or negligence, but also from the actions, inactions, or negligence of others, the condition of the facilities, equipment, or areas where the event or activity is being conducted, and/or the rules of play of this type of event or activity. I understand that if I have any risk concerns, I should discuss the risks associated with my participation with the Activity Contact, before I sign this document and before the activity begins.

Knowing and understanding the risks involved with participation in the activity, I hereby voluntarily and willingly assume full and complete responsibility for all losses and damages, including injury, illness and death, resulting from my participation in the activity, including transportation to and from the activity. I agree I am financially responsible for any losses and damages resulting from my participation in the activity.

I stipulate and agree while participating in the activity to be bound by the Casper College Student Code of Conduct and all orders, rules, regulations, and directions of Casper College and/or University of Wyoming/Casper College personnel and the person or persons charged with supervising my participation in the activity.

I certify that I am in good health and have no medical condition preventing my safe participation in this activity. I agree to use my personal medical insurance and consent to emergency medical treatment in the event such care is required.

In consideration for Casper College allowing me to participate in the activity, I hereby waive all claims or causes of action against Casper College and/or the University of Wyoming/Casper College and their auxiliary organizations, trustees, officers, employees, volunteers, and agents of each of them (hereinafter referred to as the "Activity Contact and Facility Owner") arising out of my participation in the activity and hereby release the Activity Contact and Facility Owner from all liability in connection therewith.

I have read this waiver and release agreement and understand the terms used in it and their legal significance. This waiver and release is freely and voluntarily given with the understanding that right to legal recourse against the Activity Contact and Facility Owner is knowingly given up in return for allowing my participation in the activity. My signature on this document is intended to bind not only myself but also my successors, heirs, representatives, administrators, and assigns.

_____	_____	Emergency Contact Information
Adult Participant's signature	date	
_____	_____	
Participant's Name (print)	Cell phone	
_____	_____	
_____	_____	Name: _____
Parent's signature *(required for participants under 18)	date	Address: _____
_____	_____	Relationship: _____
Participant's Address	City/State	Home phone: _____
_____	_____	Cell phone: _____
_____	Zip	



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Joanna Anderson, GW 412
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STUDENT REQUEST TO DRIVE A PRIVATE VEHICLE

This completed form must be filed in the Vice President for Student Services Office one week prior to the designated travel date. A copy of your current valid driver's license and your current proof of vehicle insurance document must accompany this form.

1. Name, Student ID number and birth date of student making the request:

Name: _____ (print)

Student ID #: _____ Birth date: _____

2. Class, activity or event for which you are requesting permission to drive your own vehicle:

3. Reasons for driving your own vehicle for this class, activity or event:

4. Signature of the Casper College faculty member or employee who has responsibility for this class, activity or event: _____ (signature) _____ (date)

5. I, my parents, guardians, heirs and estate do release Casper College, and any agent thereof, of any and all legal liability which may accrue due to my choice to seek this release and drive myself in my own vehicle. I also understand that the Casper College insurance program will not cover any loss damage or claims incurred as a result of my driving for this class, activity or event.

6. I understand and agree that I am wholly responsible for any other person riding with me while I am driving in relation to this College function. Further, I release Casper College from any and all responsibility and liability for any passengers, which I invite or accept to ride with me.

7. I certify that the vehicle, which I am using on this trip, is mine or has been legally provided to me, that I have a valid driver's license and that the vehicle I am driving is insured so as to meet the minimum auto insurance requirements of the State of Wyoming, or the state in which the vehicle is registered (as shown by this proof of insurance card).

Participant's signature Date

ENDORSEMENT FOR MINORS

As parent and/or guardian of the above named participant under age 18, I have read the above RELEASE, and I hereby assent to all provisions thereof.

Parent/Guardian Signature Date