



Trip Coordinator/Staff Participant
Travel Packet for Off-Campus Activities
and Field Trips

(For Faculty, Staff and Trip Drivers to complete)

This travel packet is required when traveling in a college owned or rented vehicle. Trip Coordinators are responsible for ensuring that all documents are completed and submitted in a timely manner to the appropriate Director or Dean. A lead time of two weeks is necessary to ensure the appropriate notifications and processing of the documentation.

A Travel Request form should be completed and approved by the appropriate supervisory chain before a trip can commence. That form goes to Accounts Payable.

Staff member, faculty member, and/or advisor must:

- Complete the Trip Coordinator Emergency Contact, Information, and Trip Coordinator Agreement Form.
- Ensure each student or attending staff member submits a completed travel packet to the Trip Coordinator for each distinct trip.
- Make a photocopy of each student Emergency Contact Form to be in possession of Staff/Instructor/Trip Coordinator on the College trip.
- Submit all forms together to the Director or Dean at least two weeks prior to travel.
- If students are involved, ensure all students who leave on the trip also return with the group.
- Follow the Vehicle Use and Reservation Manual guidelines.

Note: Trip Coordinators shall not coordinate individuals carpooling in personal vehicles of students, college employees or volunteers.

It is important that the Trip Coordinator review all student packets to make sure that all blanks are filled in, including needed signatures.



Trip Coordinator/Driver(s) Emergency Contact Information and Agreement Form

To be completed by the Trip Coordinator and Drivers

Trip Coordinator/Driver Emergency Contact Information

Name of Activity/Trip: _____ Date(s) of Activity: _____

Activity/Trip Location: _____

Trip Coordinator/Driver Name: _____ Trip Coordinator/Driver Cell Phone: _____

Name of Emergency Contact _____

Relationship to the Trip Coordinator/Driver _____

Home Phone _____ Business Phone _____

Cell Phone _____

Trip Coordinator Agreement Form

This Trip Coordinator Agreement form outlines the responsibilities of the trip coordinator, drivers, and students or participants traveling for the aforementioned College program/event. Please initial each item below indicating you have:

_____ Explained to the group their responsibility to uphold the Student Code of Conduct.

_____ Explained to the group that no drugs or alcohol are permitted while on the College sponsored trip.

Trip Coordinator/Driver Signature

Date

*All drivers including the non-trip coordinator must complete this form.