



**COMMUNITY COLLEGE OF ALLEGHENY COUNTY**

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**INTERNATIONAL TRAVEL PROCEDURES**

<b><i>Policy Reference(s):</i></b>	<b>I.02; III.01; III.08</b>
<b><i>Responsible Department(s):</i></b>	<b>Risk Management</b>
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## **CCAC - International Travel Procedures**

### **Purpose**

These procedures are a resource guide to assist faculty, students and staff in the review and approval requirements and in the planning and preparing for health and safety issues that may arise in the context of faculty, students and staff participating in international travel.

While the information in these procedures covers many different areas, the procedures are not comprehensive and do not cover all circumstances. The procedures are intended to prompt trip supervisors to be prepared to maintain the health and safety of those participating in international travel and to assess and mitigate the potential risks.

Since responsible and accountable planning and preparation are the foundation of successful international travel, all partaking in an international trip are required to follow these procedures.

Written approval for all international travel must be obtained from the College President prior to the commitment of any college resources and prior to offering such travel to any faculty, students or staff. Trip supervisors are expected to seek guidance and input from the Director of Risk Management when envisioning and planning the logistics of an international trip.

### **Scope**

Community College of Allegheny County (CCAC) recognizes the need, on occasion, for international travel and is aware that such travel may pose significant safety risks. The International Travel Procedures are applicable to all faculty, students and staff of CCAC.

### **Statement**

CCAC recognizes the risks associated with international travel. Therefore, travel must be authorized and have adequate insurance coverage. CCAC has the right to deny or cancel previously approved college- sponsored travel due to substantial travel risk; see the U.S. Department of State's International Travel Alerts and Warnings at [travel.state.gov/content/passports/en/alertswarnings.html](http://travel.state.gov/content/passports/en/alertswarnings.html).

### **International Travel Defined**

International travel is classified as any travel that takes part outside of the fifty states of the United States of America. Trips to Puerto Rico and U.S. territories are considered international trips that are subject to these procedures.

### Rules and Requirements for International Travel for Faculty, Staff and Students

- A. Except to the extent otherwise expressly defined herein, terms and phrases used in this procedure, including but not limited to “College-sponsored” and “trip supervisor” shall have the same meaning as set forth in the College’s Student Travel and Vehicle Usage Procedures.
- B. All College-sponsored international travel must be authorized in advance of travel. Authorization must be given by the College President, Provost & Chief Academic Officer, Vice President for Enrollment Services & Student Affairs, an Academic Dean and the Dean of Students - Student Engagement. The trip supervisor must submit a trip proposal for approval no fewer than **three (3) months** before the proposed trip. Participants in international travel that is not sponsored and approved by the College are solely responsible for all planning, funding or other requirements associated with the trip, and CCAC shall have no liability or responsibility for activities conducted during or in connection with any such travel.
- C. Any travel agency used for international travel must be domiciled in the United States of America. Since the bi-annual Honors trip to India was established prior to the issuance of the international travel procedures regulations, it may continue to utilize TCI Agency, so long as the contractual language remains at least as favorable to the College as the 2018 agreement, in all respects. Should this not be the case, or the trip supervisor elects to end the relationship with TCI, a United States-domiciled travel agency must be engaged.
- D. All international trips must have a designated trip supervisor that has overall accountability for development and implementation of the trip. The trip supervisor is responsible for all aspects of organizing the trip, which includes, but is not limited to, travel accommodations, students and the associated paperwork outlined in this process. The trip supervisor must be a full-time faculty member or administrator in the college department that is sponsoring the trip.
- E. It is the responsibility of the trip supervisor to work with the appropriate Academic Dean to assure compliance with all procedures and guidelines set forth in this document as well as any CCAC policies, procedures or guidelines that would apply. Any disciplinary action as a result of noncompliance are outlined in the Employee Manual.
- F. No administrator, faculty, staff member, department, office, students or student organization may enter into or sign contracts related to sponsored trips. Only the College President, as authorized by the Board of Trustees, may sign documents with counterparty institutions in connection with sponsored trips, and no one may sign any contracts, memoranda of understanding (MOUs), letters of intent, letters of understanding or any other written documents without approval as to form by the Office of the Vice President and Chief Legal & Administrative Officer. All contracts or MOUs will be sent to the Associate General Counsel for review. Once the content has been approved, it will be sent to the College President for approval and signature.

- G. Trip participants must have 24/7 access to the trip supervisor. The trip supervisor must be available (by phone or email) to trip participants at all times during the international travel and activity and must also be available in the immediate 48 hours before the scheduled departure date of the trip.
- H. The trip supervisor is responsible for contacting the Director of Risk Management to discuss the trip in question and what insurance needs to be purchased in view of what insurance the college already has in place.
- I. For international travel involving students, it is recommended that there be at least one (1) faculty or staff member for every six (6) students traveling.
- J. All students must be at least 18 years of age for any international travel.
- K. Friends or family of faculty, staff and students are not eligible to participate in international trips unless they are registered students of the College or College employees.
- L. Participants in activities involving international student travel are responsible for their own behavior and any resulting consequences. The College shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with College rules and regulations, the direction of College employees or applicable law, both domestic and international.
- M. The trip supervisor shall communicate to the participants that the College does not provide medical health insurance for any student's participation in trips. All student participants shall be responsible for any medical costs they incur during and/or as a result of the trip.
- N. **Participants of the program must be in academic and behavioral good standing as verified by an Academic Dean and the Dean of Students - Student Engagement.** All approved opportunities for international travel must be open to all students in good standing, regardless of gender, race, marital status, age, religion, disability, veteran's status, sexual orientation, gender identity or other characteristic protected by law or the College's Non-Discrimination, Title IX and Equal Educational and Employment Opportunity Policy. The trip supervisor must have an objective criteria for selecting students to participate in the trip.
- O. All trip participants and supervisors are required to comply with the standards set forth in CCAC's Code of Student Behavioral Conduct, CCAC Employee Manual and Administrative Policy Manual, and with applicable College policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the College's willingness to permit future similar activities. All laws of the country visited must also be adhered to. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action. This needs to be communicated as part of the pre-trip and on-arrival orientation meetings.

- P. All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity. All students are required to stay for the duration of the trip with the travel participants.
- Q. The trip supervisor needs to have the contact information of the Dean of Students - Student Engagement and an Academic Dean for all emergency situations.
- R. Any international trips taken without prior approval of the College President, the Provost & Chief Academic Officer, the Vice President for Enrollment Services & Student Affairs, an Academic Dean and the Dean of Students - Student Engagement as evidenced by sign-off on the proposal will result in individual and/or departmental discipline. The trip supervisor will bear full responsibility for any liability resulting from their travel if prior approval, as noted, has not been obtained.
- S. CCAC reserves the right to restrict, deny or postpone any College-sponsored international travel for any reason. If the trip was previously approved, only nonrefundable trip deposits will be reimbursed by the College should the College cancel the trip. Trip sponsors should arrange for trip-cancellation insurance to cover costs associated with any other non-refundable hotel or transportation costs or fees.

#### **Procedures for Approval and Implementation of a Sponsored Trip**

Trip supervisors are responsible for the health and safety of all participants and must properly plan and prepare for a safe and educational international trip or program. Planning and preparation must include: thorough research about the destination to be visited, transportation, overnight accommodations and dining options; creation of a detailed itinerary; and clear communication of plans and expectations to participants. Trip supervisors must bear in mind that the health and safety of the students are of paramount importance in all aspects of the planning. The trip supervisor must complete the following steps:

##### **STEP 1** – Prepare a Proposal for Approval

Research for program development and logistics should be well underway prior to submission of a proposal. Prepare a proposal for the international trip and submit it for approval. Proposals for attendance at conferences, especially those for which housing and on-the-ground logistics are pre-arranged, may be submitted as soon as information about the trip becomes available. When developing a proposal:

- A. Select the site and identify the various associated risk factors such as the political situation, socioeconomic conditions and environmental factors.
- B. Describe the efforts to plan a safe trip and provide information known about the location and available infrastructure (such as proximity to transportation hubs, medical care and amenities in the local neighborhood). Learn as much as possible about traveling in that place as well as local laws and customs.

- C. Examine U.S. Department of State Consular Information sheets, travel warnings and alerts, and Centers for Disease Control and Prevention (CDC) travel notices. **Programs must not take place in countries with any U.S. Department of State or CDC warnings or alerts that warn or strongly urge against travel unless the trip supervisor obtains prior written approval from the College President, the Provost & Chief Academic Officer, the Vice President for Enrollment Services & Student Affairs, an Academic Dean, the Dean of Students - Student Engagement and the Director of Risk Management.**
- D. Trip supervisors must register approved programs with the U.S. Department of State so that the group's presence and whereabouts are known.
- E. Make sure that overnight accommodations, such as hotels, are safe, secure, and to the extent possible, accessible for participants with mobility disabilities.
- F. Identify special requirements or skills required for everyone's participation on the trip in any specific activities or excursions to be undertaken. Trip supervisors should deliberately consider and discuss, as appropriate, participants' physical abilities and the inherent risks of the proposed activities. Discussion of a participant's physical abilities must be conducted in a manner that ensures the privacy of the individual. Trip supervisors should make all efforts to mitigate risks associated with program-related activities. Trip supervisors are prohibited from scheduling high-risk activities, like bungee jumping, whitewater rafting, and technical mountain climbing, that can put participants in danger. Trip supervisors must inform students that they are prohibited from engaging in such high-risk activities in their free time. Any disciplinary action as a result of noncompliance are outlined in the Student Code of Behavioral Conduct and Employee Manual.
- G. Check the climate and weather forecast for the location(s) of the trip and remind all participants to pack and dress appropriately.
- H. Identify any potential hazards related to the trip, such as excessive heat or cold, insect-borne diseases, issues with terrain, hazardous plants and wild animals in the area. Trip supervisors are to provide participants with guidance specific to the activities being undertaken. Trip supervisors must submit these guiding directions, and the evaluation of potential hazards, together with the international trip proposal for review.
- I. Identify local resources for emergencies, such as medical care, as necessary. In addition to knowing how to access such services, the trip supervisor must recognize, be aware of, anticipate and prepare for the likelihood of cultural and technical differences in the approach to service provision in a given locale.
- J. Anticipate and plan for emergencies such as theft, illness, accidents, medical needs, inclement weather, vandalism, missing persons and arrests. Have a predetermined meeting place and be on time. The trip supervisor needs to develop processes in order to determine the best course of action for different unanticipated situations and

emergencies. Thinking about the following types of questions may be helpful: Where will you go (or meet) if the group needs to evacuate the country? What will you do if a member of the group is a victim of a crime or is injured? What will you do if a participant goes missing?

- K. Most international trips will require round-trip international air travel. The entire group must fly and arrive together. Any deviation needs to have prior approval and a plan in place to meet up with the participant.
- L. Consider transportation methods and time spent traveling in the destination country or region while developing the itinerary to maximize the group's time in the country.
- M. Submit a course description with student learning outcomes and a syllabus, as well as a list of instructors.
- N. Outline all travel costs, hotel, transfer fees, meal costs, tuition, fees and any other costs associated with the trip.
- O. All participants must purchase trip insurance.

STEP 2 – Submit the proposal to the College President, the Provost & Chief Academic Officer, the Vice President for Enrollment Services & Student Affairs, an Academic Dean and the Dean of Students - Student Engagement no later than three (3) months before the proposed trip. Note that submission of a proposal does **not** mean that a trip has been approved.

- The trip supervisor will meet with an Academic Dean and the Dean of Students - Student Engagement prior to the trip to review specific trip details, confirm that these procedures have been met, and then determine whether or not the deans approve the trip proposal. Once both deans have approved the trip, an Academic Dean will be responsible for providing the proposal to, the Vice President for Enrollment Services & Student Affairs, the Provost & Chief Academic Officer and the College President. Approval will be deemed provided when the College President, the Provost & Chief Academic Officer, the Vice President for Enrollment Services & Student Affairs, an Academic Dean and the Dean of Students - Student Engagement sign off on the international travel proposal.

STEP 3 – Once the international trip is approved by the College President, the Provost & Chief Academic Officer, the Vice President for Enrollment Services & Student Affairs, an Academic Dean and the Dean of Students - Student Engagement, the following forms and documents must be completed and provided to the Office of Student Engagement and an Academic Dean:

- A. A fully completed CCAC Travel Information form and CCAC International Travel Health form for each participant. A copy of these forms must also be kept with the trip supervisor at all times during the trip.



- B. The CCAC employee supervising the trip should submit the Student Travel Trip Packet Checklist, the reason for travel, trip request form and all supporting documentation no later than forty-five (45) days before the scheduled trip.
- C. A detailed trip itinerary of the day-to-day activities.
- D. A list of all participants on the trip, including the trip supervisor, students, instructors, chaperones, etc., with their names, local addresses, phone numbers, emergency contact information, and passport numbers.
- E. A communication tree with the contact information for the appropriate individuals to be contacted abroad and locally in case of an emergency.
- F. A written protocol regarding how to respond to emergency calls from students abroad must be developed prior to the trip by the trip supervisor and approved by the Provost & Chief Academic Officer and the Vice President for Enrollment Services & Student Affairs.
- G. The trip supervisor must collect a signed Community College of Allegheny County Affirmation and Release form from each individual student and employee traveling and submit them to the Office of Student Engagement before the trip.
- H. An Instructor Travel Release form must be signed by the instructor acknowledging their approval when a class will be missed by a student participating in a trip. This form must be turned in to the Office of Student Life and kept on record.

If any of the information provided in these documents changes during the trip, the trip supervisor must promptly notify the Office of Student Engagement and an Academic Dean.

STEP 4 – The trip supervisor must reconcile the trip and submit a travel reimbursement form with all supporting documents per CCAC’s Fiscal Administration Regulations, Section 6: Business Travel/Expense Reports & Reimbursement.

**Pre-Trip Orientation and On-Arrival Orientation**

Each trip supervisor must provide the sponsored trip participants with a **mandatory pre-departure orientation and an on-arrival orientation** to prepare them for the cultural experience and logistical matters related to traveling internationally and for the specific destination(s) and to discuss the laws of that country. The trip supervisor shall communicate with faculty, students and staff through meetings, email and/or other written means regarding the planned itinerary, behavioral expectations, transportation plans and accommodation details so that all participants are aware of what they can expect. Trip supervisors are to review the following personal safety tips, as applicable, with trip participants:

- A. Have participants complete the CCAC Travel Information form and CCAC International Travel Health form.

- B. Advise participants that traveling abroad can cause psychological stress, especially as the participants' daily routine is likely to change. Inform participants about jet lag and sleeping adjustments, change of diet, possible lack of exercise, homesickness, loneliness, language barriers and culture shock.
- C. Direct participants to carry the following with them at all times: any personal medications that they require, international insurance cards, passport, visas (if required) and emergency contact information. Remind participants to be mindful of any prescription drug or over-the-counter medication program they take and to plan with their medical provider and insurance carrier to ensure an adequate supply for the duration of their time abroad; some prescriptions and over-the-counter medicines are not obtainable abroad. Remind participants to use caution when purchasing or using unfamiliar over-the-counter medications.
- D. Advise participants that food and water-borne illnesses are a common ailment for travelers in many parts of the world where water sanitation and hygiene are different. Often, intestinal problems results from ingesting food or drinks that contain contaminated particles. Trip supervisors should inform participants if the water supply at the international location is potable or if participants should treat the water before drinking it (or using it for teeth-brushing). Iced beverages may also not be safe, depending on the water the ice was made with, so caution should be advised. Fresh fruits should be washed and peeled carefully. Food prepared without proper hand washing and food that is sitting out and exposed to flies and bacteria or unrefrigerated for a period of time may become contaminated. Careful attention to food and drink can prevent sickness. The trip supervisor needs to direct all participants to visit the Centers for Disease Control and Prevention's Travel Smart: Get Vaccinated site for additional information: [cdc.gov/features/vaccines-travel/index.html](https://www.cdc.gov/features/vaccines-travel/index.html).
- E. Remind participants to take necessary precautions during times of extreme temperatures. For instance, when it is hot, participants should stay hydrated, wear light clothing and use sunscreen if there is sun exposure.
- F. Trip supervisors are required to discuss with participants that alcohol use and misuse while abroad is a risk. Although alcohol may be legal at a younger age abroad, its use and abuse are many times tied to students being victims of crime, violence, accident and injury. Drug use abroad can result in severe legal and judicial consequences, including arrest and imprisonment in that country.
- G. Advise participants that traffic rules vary in different countries and remind participants to use caution when crossing busy streets.
- H. Remind participants that cultural expectations related to gender may differ internationally. Trip supervisors should inform participants about local customs

relating to verbal and non-verbal communication. Encourage all participants to wear culturally appropriate clothing and abide by cultural norms in the region.

- I. Advise participants to take precautions to avoid and/or minimize the risk of transmission of sexually-transmitted diseases. The Centers for Disease Control and Prevention (CDC) reports that “the risk of HIV infection for international travelers is generally low and because HIV infection and AIDS are distributed globally, the risk for international travelers is determined less by geographic destination and more by behaviors that put them at risk for becoming infected, such as sexual and drug-using behaviors.” Encourage participants to be cautious with non-medical procedures, such as tattooing or piercing that would require needles. Encourage participants to be mindful of situations where there would be contact with blood or needles in health care settings, such as blood transfusions or insulin injections.

### **Transportation and Accommodations**

The trip supervisor should be prepared to arrange for transportation by College vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, and/or air or train. All College purchasing procedures apply when procuring commercial transportation. Employees are prohibited from transporting students in their personal vehicles. The following rules apply:

1. College Vehicles—Only College employees that are on the CCAC authorized driver’s list are permitted to drive College vehicles. (Refer to the College *Vehicle Usage Procedures* for permissible use of college vehicles.)
  2. Rental Vehicles—Only College employees may drive rental vehicles; all terms of the rental contract must be complied with. The College prohibits departments or employees from renting 15 passenger vans on or for College business.
  3. Contract Bus Service—Adequate insurance coverage for personal injury and property damage must be provided by the bus company.
  4. Regularly Scheduled Carriers—Regular scheduled transportation service providers (e.g., Greyhound, Amtrak) may be utilized for transportation.
  5. Air Travel—The trip supervisor will be responsible for making arrangements per the guidelines set forth in this document.
- Any use of a College vehicle for transportation must adhere to the procedures set forth in the *Vehicle Usage Procedures*. If travel is within the area established in the *Vehicle Usage Procedures*, the supervisor is responsible for completing a vehicle usage form and submitting it to the Office of Student Engagement.

- When renting a vehicle, it is recommended that the trip supervisor use Enterprise/National Car Rental Company. CCAC has a contract with this vendor under which pricing is discounted and insurance is included. When renting a vehicle, the trip supervisor is responsible for contacting the rental company, making the arrangements and following up with a requisition in the purchasing system (only if they are using the above rental company). When using the contracted rental company use ID: XZ40730.
- When a contracted bus service is needed, it is the responsibility of the trip supervisor to secure pricing and make the necessary arrangements. It is recommended that the trip supervisor contact the purchasing department to assist in getting a quote and securing the best price. A requisition will need to be entered in the purchasing system.
- When Regularly Scheduled Carriers, such as Greyhound and Amtrak are needed, it is the responsibility of the trip supervisor to secure pricing and make the necessary arrangements.
- All participants must purchase travel insurance. Participants are responsible for the cost of the travel insurance.
- The trip supervisor will make hotel, airline and/or other transportation arrangements. These can be charged to the supervisor's credit or debit card. Alternatively, the trip supervisor can wait until the advance is received and put the money on a debit card, then pay. See CCAC's *Fiscal Administration Regulations*, Section 6: Business Travel/Expense Reports & Reimbursement.
- The trip supervisor is responsible for assigning hotel rooms and roommates; the hotel rooming list is to be submitted to the Office of Student Life and to the hotel. CCAC staff, faculty and administrators (employees of the college) are not permitted to stay in the same hotel room with students. Questions or concerns relating to room assignments and gender identity should be referred to the College's Civil Rights Compliance Officer before room assignments are finalized.
- The meal sheet must be signed by the students when they receive their meal money allowance. Suggested breakdown: Breakfast, \$10; Lunch, \$10; Dinner, \$15. Total, \$35 per day if no meals are provided at the event. Completed meal sheet are to be turned in to the Office of Student Life. Provided meals must be documented and subtracted from the total amount given to the student and supervisor. Employee reimbursement is

governed by the *Fiscal Administration Regulations*, Section 6: Business Travel/Expense Reports and Reimbursement. Note: all procedures must be adhered to if Student Life funds are requested.

- The trip supervisor will make arrangements for all ground transport both to and from the airport.

### **Conduct Expectations**

All trip participants and trip supervisors are representatives of CCAC, and as such, must comply with the standards set forth in CCAC's Code of Student Behavioral Conduct and with applicable College policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the college's willingness to permit future similar activities.

If any conduct violations or emergency situations occur during travel, the trip supervisor must immediately report those violations to the Dean of Students - Student Engagement and document them using an Incident Report Form ([ccac.edu/incident](http://ccac.edu/incident)). If the alleged violation, as determined by the trip supervisor in consultation with the Dean of Students - Student Engagement, is severe enough that the student may be sent home, the student will be responsible for their return expenses.

Trip supervisors are to inform participants that there are behavioral expectations they are required to meet.

- A. Participants are representatives of the College whenever they participate in a sponsored trip. As such, they are expected to conduct themselves appropriately at all times, from departure to return. Faculty, students and staff are required to comply with applicable College policies, procedures, rules and regulations at all times during the trip, including but not limited to the Student Code of Behavioral Conduct. Violations of the foregoing requirements may subject participants and the sponsoring department to disciplinary action.
- B. All trip participants are required to comply with the laws of the country abroad and assume responsibility for their own actions.
- C. All sponsored trips are a "CCAC-sponsored activity," and as such, drug and alcohol abuse and misuse will not be tolerated. Violation may result in immediate dismissal from the program and academic and/or disciplinary action upon return to campus.
- D. International host countries may be the site of heightened political activity such as strikes and demonstrations. As guests in different countries, participants shall not engage in political activity since they may not have the same political

freedoms as are experienced in the United States. Trip supervisors must inform participants of the laws of the host country and the consequences of violating those laws.

- E. Participants in international programs are responsible for their own behavior and any resulting consequences. The College shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with college rules and regulations, the direction of College employees or applicable law. Participants are prohibited from engaging in high-risk activities, such as bungee-jumping, sky-diving, whitewater rafting, etc., even in their free time.
- F. The College is committed to maintaining an employment and academic environment free from all forms of exploitation, intimidation and harassment, including sexual harassment.

### **Trip Supervisor Expectations**

Trip supervisors have many responsibilities before, during and after the sponsored trip both while at CCAC and while at the international site. Trip supervisors have overall accountability for development and implementation of the trip. They are responsible for all aspects of organizing the trip, which includes, but is not limited to, travel accommodations, students and the associated paperwork outlined in this process. In addition to the aforementioned, the trip supervisors are expected to:

- A. Verify in the 48 hours immediately preceding the sponsored trip that the U.S. Department of State has not issued any travel warnings or alerts related to the destination(s) to be visited.
- B. Exchange emergency contact information (phone numbers and email addresses) with participants.
- C. Be available and on-call at all times (24/7) during the sponsored trip to respond to student participant concerns and problems as needed and in the immediate 48 hours before the scheduled departure date of the trip.
- D. Possess, in hand, the CCAC Travel Information form and CCAC International Travel Health form at all times (24/7) during the sponsored trip.
- E. Serve as the official College representative in cases of emergency;
- F. Coordinate the emergency response and all communications between and among the College and those affected by the emergency.
- G. Notify authorities at the local site immediately in the event that one or more student participants cannot be accounted for or are missing;
- H. Ensure that students receive medical attention by trained professionals in case of a medical emergency;

- I. Be familiar with and follow all existing College policies and procedures, including those on sexual harassment and confidentiality, as well as federal laws and regulations such as FERPA, HIPAA and the Clery Act.

**Travel Reimbursement**

Any travel reimbursement shall adhere to CCAC's *Fiscal Administration Regulations*, Section 6: Business Travel/Expense Reports & Reimbursement. AFT Funds may be used to offset trip costs.

## **APPENDIX/FORMS**





# STUDENT TRAVEL PACKET CHECKLIST

**TRIP SUPERVISOR MUST COMPLETE THIS FORM 45 DAYS IN ADVANCE OF TRAVEL**

<b>Trip Supervisor</b>	
<b>Travel Date(s)</b>	
<b>Destination</b>	
<b>Purpose of Travel</b>	

## CHECKLIST

At the time this packet is submitted all of the items below should be checked by the trip supervisor.

- Trip Request Form
- Conference Agenda / Travel Itinerary
- Pennsylvania Driver's License or U. S. Passport
- Hotel Cost Estimate
- Hotel Rooming List (if applicable)
- Application for Use of Travel Funds (if applicable)
- Vehicle Usage Form OR Rental Vehicle Invoice
- Airline Cost Estimate
- Transportation Cost Estimate
- CCAC Travel Information Form
- AFT Commodity Trip Request Form

## TO BE COMPLETED BY STUDENTS PRIOR TO TRAVEL

- CCAC Affirmation and Release Form
- Instructor Travel Release Form
- Complete the CCAC Travel Information Sheet
- Emergency Contact Form
- Meal Sheet Form

## TO BE COMPLETED BY TRIP SUPERVISOR UPON CONCLUSION OF TRAVEL

- Expense Report Form

<b>TRIP SUPERVISOR NAME (Print)</b>	<b>TRIP SUPERVISOR SIGNATURE</b>	<b>DATE</b> 45 days in advance of travel
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## APPROVAL SIGNATURES

<b>Dean of Students for Student Engagement</b>		Date	
<b>Academic Dean</b> (travel involving faculty)		Date	
<b>Executive Director of Business Administration</b>		Date	
<b>Regional President</b>		Date	
<b>Vice President of Enrollment Management</b>		Date	

HOTEL ROOMING LIST

Date(s): \_\_\_\_\_

Organization/Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone # \_\_\_\_\_

ROOM: \_\_\_\_\_ Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ROOM: \_\_\_\_\_ Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ROOM: \_\_\_\_\_ Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ROOM: \_\_\_\_\_ Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# VEHICLE USAGE FORM

DRIVER		Vehicle #	
DESTINATION		Pick Up Date	
PURPOSE		Return Date	
ORGANIZATION			

### IMPORTANT -- NOTE TO DRIVER

In signing out this vehicle, you and your department are responsible for the following:

- 1 Bringing the vehicle back with a full tank of gas. Must have a receipt!
- 2 Keeping the vehicle clean. Inside of vehicle must be clean of all trash after trip.
- 3 Reporting any noticeable damage or vehicle concerns before and after trip.
- 4 All motor vehicle violations incurred.

*An additional cost for vehicle use or losing privilege will occur if these conditions are not met.*

Van signed out by: \_\_\_\_\_ DRIVER SIGNATURE

### SECTION BELOW TO BE COMPLETED BY DRIVER

\*\*\*\* BEFORE TRIP \*\*\*\*

Noticeable damage / concerns: \_\_\_\_\_

Gas level 

E		F
---	--	---

 Beginning Odometer Reading \_\_\_\_\_

\*\*\*\* AFTER TRIP \*\*\*\*

Noticeable damage / concerns: \_\_\_\_\_

Gas level 

E		F
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 Returning Odometer Reading \_\_\_\_\_

Driver initial upon return: \_\_\_\_\_

### SECTION BELOW TO BE COMPLETED BY SECURITY / STUDENT LIFE

Inspected by: \_\_\_\_\_

Inspector's concerns: \_\_\_\_\_

**RETURN KEYS AND COMPLETED FORM TO CAMPUS SECURITY OFFICE**

## CCAC Travel Information Form

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone: Cell/Home \_\_\_\_\_ Work \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

Health Insurance Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_

In case of an emergency, please contact:

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Your Personal Medical History:

Please list any medications are you currently taking? \_\_\_\_\_

Please list any medications are you allergic to? \_\_\_\_\_

Please list any significant medical conditions \_\_\_\_\_

I authorize the release of this information whenever necessary by an authorized representative of the CCAC.

Participant's signature \_\_\_\_\_ Date \_\_\_\_\_

This form is to be carried by the trip supervisor at all times and is required to be completed by all (Employees and Students) traveling with CCAC.

This form will be kept confidential.

**PLEASE COMPLETE AND RETURN TO STUDENT LIFE OFFICE**

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY  
STUDENT AFFIRMATION AND RELEASES**

**READ CAREFULLY BEFORE SIGNING**

I \_\_\_\_\_ desire to take part in a student activities program offered by the Community College of Allegheny County (the "College") and hereby affirm that I have been advised and thoroughly informed of the dangers and risks involved in my participation in the activity. By signing this "Affirmation and Release," I certify that I am cognizant of those risks and dangers.

I understand and agree that neither the College, located in Allegheny County, Commonwealth of Pennsylvania, nor any employee or agent of the College may be held liable in any way for any occurrence in connection with this program which may result in harm, injury, death, or other damage to me, my family, estate, heirs, or assigns

In consideration of being permitted to participate in this program, I hereby personally assume all risk in connection with the program for any harm, injury, death, or other damage which may befall me while I am participating in the program, including all risks connected therewith, whether foreseen or unforeseen; and further, to save and hold harmless the College and its employees and agents from any claim by me or my family, estate, heirs, or assigns arising out of my participating in this activity.

I further affirm that I am of lawful age and legally competent to sign this "Affirmation and Release," or that I have acquired from my parent(s) or guardian(s) his/her/their written consent, a copy of which is attached hereto. I understand the terms herein are contractual and not a mere recital, and that I have signed this document of my own free will.

Student's signature also gives the Community College of Allegheny County, and those acting under its permission or upon its authority, the right and permission to use photographic reproductions or likenesses taken for the purpose of advancing the College.

This authorization and release covers the use of said material in any published form and any medium of advertising or publicity for an unlimited period of time.

This agreement represents in full all the terms and considerations and no other documents, statements or promises have been made to me nor have I been offered or accepted any remuneration for my voluntary participation.

**I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THESE "AFFIRMATION AND RELEASES," BY READING IT BEFORE SIGNING.**

Name (print) \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name of Activity/Campus \_\_\_\_\_

Date of Activity \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Emergency Phone \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Instructor Travel Release Form**

**Student Name** \_\_\_\_\_  
**Class Name** \_\_\_\_\_ **Class Number** \_\_\_\_\_  
**Dates of Trip** \_\_\_\_\_ **Travel Location** \_\_\_\_\_  
**Trip Purpose** \_\_\_\_\_

<b>Time/Days of Class</b>		<b>Advisor Responsible for Travel</b>	
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**Advisory Signature** \_\_\_\_\_

I \_\_\_\_\_ am requesting to be excused from class on the travel dates  
(Student Name)  
listed above. I understand that I am responsible for completing any work missed. I also understand that it is my responsibility to coordinate any missed work with my instructor.

Student Signature \_\_\_\_\_

I \_\_\_\_\_, authorize the student listed above to be excused from class  
(Instructor Name)  
on the dates listed above. I have discussed the class work that will be missed and have spoken with the student regarding completing this work.

Faculty Signature \_\_\_\_\_









## Community College of Allegheny County

### International Travel Health Form

In order to protect and secure the health and safety of our students while traveling, each student must submit a health form signed by his/her physician. All information is confidential. In the event of an emergency the information may be given to the appropriate medical authority.

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Gender: \_\_\_\_\_

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#### CONDITIONS

Is there any history or current evidence of:

Mobility Limitations      YES\_\_\_ NO\_\_\_      Pulmonary Disorder      YES\_\_\_ NO\_\_\_

Life-threatening Allergies      YES\_\_\_ NO\_\_\_      Seizure Disorder      YES\_\_\_ NO\_\_\_

Psychological Conditions      YES\_\_\_ NO\_\_\_      Sleep Disorder      YES\_\_\_ NO\_\_\_

Diabetes Type 1/Type 2      YES\_\_\_ NO\_\_\_      Heart Condition      YES\_\_\_ NO\_\_\_

Visual Impairment (not corrected)      YES\_\_\_ NO\_\_\_

Auditory Impairment (not corrected)      YES\_\_\_ NO\_\_\_

Other \_\_\_\_\_

For any YES responses please explain the type, severity, and impact, if any, on program participation.

\_\_\_\_\_

\_\_\_\_\_

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## MEDICATIONS

Describe in detail any medications prescribed that will be used during the program:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Can the student monitor and self-administer all medications without assistance? YES \_\_\_ NO \_\_\_

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## ALLERGIES

Describe in detail any allergies and related treatments which will be used during the program:

Allergy: \_\_\_\_\_ Reaction: \_\_\_\_\_

Life Threatening? \_\_\_\_\_ Medication: \_\_\_\_\_

Allergy: \_\_\_\_\_ Reaction: \_\_\_\_\_

Life Threatening? \_\_\_\_\_ Medication: \_\_\_\_\_

For allergic emergencies, will the student carry auto-injectable epinephrine (Epi-Pen) which he/she is able to self-administer? \_\_\_\_\_

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## DIETARY RESTRICTIONS

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*Please understand that we cannot control the contents of food products during travel. Should you have dietary allergies, you are ultimately responsible for inspecting all foods for ingredients related to the allergy. When traveling to Asia, please know that many foods are cooked in peanut oils.*

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Based on the above information the student is cleared to travel: YES \_\_\_ NO \_\_\_

**Physician's Signature:** \_\_\_\_\_

**EMERGENCY CONTACT:**

Emergency contact name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell/Alternate phone: \_\_\_\_\_

**PHYSICIAN AND INSURANCE:**

Physician's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Insurance Provider: \_\_\_\_\_

Insurance Contact Phone No.: \_\_\_\_\_

Group No.: \_\_\_\_\_

Name of Covered Member: \_\_\_\_\_

I, \_\_\_\_\_, warrant that to the best of my knowledge I am able to participate in travel with the Community College of Allegheny County (CCAC) Honors Program. In the event of circumstances that require immediate medical care, I hereby give authorization to CCAC, its faculty, representatives and agents to seek and provide medical services for me when deemed appropriate by CCAC staff, including transportation to a hospital, clinic, or medical facility, for evaluation and emergency medical or surgical treatment. I authorize any physician, nurse, or staff member at such medical facility to share personal information with CCAC staff or representatives to the extent such a disclosure is necessary to properly treat me. I also give authorization to CCAC representatives to share information with other CCAC agents on a need-to-know basis.

I assume all risks, known and unknown, foreseeable and unforeseeable, in any way connected with my participation in the travel program.

I have read and understand this document and understand its significance, and have executed this document voluntarily and truthfully.

Signature and Date: \_\_\_\_\_

## IMMUNIZATIONS

Here's an overview of the vaccines you may need before you leave for India. Keep in mind that the actual vaccinations you need will be determined by several factors that you and your health care provider should review together. These need to be started **4-6 weeks before travel** so that they are effective.

Please make sure you are up to date on the standard vaccines and booster shots that people in the U.S. should have. That includes immunizations for:

- measles
- mumps
- rubella
- chickenpox
- diphtheria
- pertussis
- polio

You'll also possibly need a tetanus booster shot. It may also be important to make sure that your flu shot is current.

Here are vaccines you may need for travel to India:

**Hepatitis A.** This disease can be transmitted through food and water. The risk for Hepatitis A in India is high. So, immunization is highly recommended.

**Hepatitis B.** There is an intermediate risk for hepatitis B in India. Hepatitis B is a viral infection that can be transmitted by contact with blood and other bodily fluids. If you haven't been vaccinated for it already, you should get the vaccine before you go.

**Typhoid fever.** Typhoid fever is a life-threatening illness. It's caused by bacteria. You can get typhoid fever by eating or drinking contaminated food or water. It's recommended that anyone traveling in southern Asia, including India, be vaccinated against it.

**Japanese encephalitis.** India is a high-risk area for this viral disease. It is transmitted by the bite of a mosquito. The disease is potentially fatal. Travelers to India are advised to get the vaccine before going.

**Rabies.** Getting the rabies vaccine is especially important if we will be spending time outdoors, particularly in rural areas.

**Yellow fever.** Yellow fever is transmitted by mosquito bite. It's not a major concern for people traveling in India. You may not need to get the vaccine before you go. But it's important to know that when you get to India you may be asked to show proof of yellow fever vaccination if you visited a country with risk of yellow fever before your arrival in India. Without that proof, you may be quarantined for up to six days when you first arrive. Yellow fever is mostly found in tropical and subtropical countries in Central America, South America, and Africa.

For more information about medical preparation for travel to India, go to <http://wwwnc.cdc.gov/travel/destinations/traveler/none/india>.