



Operating Protocol & Procedure

Details:

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Title: Traveling with Students

Category: Students

Office of Primary Responsibility: Dean of Students

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Purpose:

To establish and document travel processes for students, trip leaders, and trip leaders' supervisors that facilitates a safe and enjoyable experience while, reduces liability and safety concerns, and follows local, state, and federal compliance standards.

Applicability:

PCC students, trip leaders and trip leaders' supervisors.

Definitions:

Concurrent Enrollment Student: A student who is simultaneously enrolled in both a local education provider (LEP) and in one or more postsecondary classes at PCC pursuant to Colorado House Bill 09-1319 Concurrent Enrollment Programs Act.

Consortium Student: A student who is attending both PCC and another college under a consortium agreement. The "home college" is the degree-granting institution and the institution through which financial aid is awarded; the "host college" is the institution at which the student is temporarily taking courses for credit to be transferred back to the home institution. Students neither receive financial aid from nor are considered degree- or certificate-seeking at the host college.

Continuing Student: A registered student who has completed a course at PCC in a prior term and is registered for a subsequent term.

Guest Student: A student who is attending a college other than PCC after high school, but who registers for classes at PCC for a single term with the intent to transfer the classes back to the home college.

Home campus is defined as the campus where the student or employee regularly work or attends.

In-state travel is defined as travel within the state of Colorado and to the immediate area outside the state that is a necessary part of an otherwise in-state trip.

International Student: A student who is enrolled for credit at PCC and is present in the United States on a temporary visa (primarily F1, M1, M3, J1, J2, and H3 visa types) and who is not an immigrant (permanent resident with an I-51 or Green Card), an undocumented immigrant, or a refugee.

International travel is defined as any destination not considered in-state or out-of-state. Prior written authorization by the Colorado Community College System (CCCS) shall be required for all international travel by employees and students within the Department of Higher Education.

New or First Time Student: For the PCC admittance term of record, a student whose first attendance at an institution of higher learning after high school occurs at PCC. Students who enter PCC as new students in the Summer term are also classified as new in the subsequent Fall term for cohort reporting requirements.

Non-credit student: A student who is registered in a non-credit course through a pre-college program or Pueblo Corporate College.

Out-of-state travel is defined as travel within the Continental United States, other than Colorado, Alaska, and Hawaii.

Portal: Web page accessible to College employees and College students that contains links to information stored on the college network, the internal intranet, and on the internet.

Readmit Student: For the PCC admittance term of record, a previous PCC registered student who became inactive in the student information system and has become an active student again.

Registered student: Any student who is actively registered in at least one credit-bearing course for a specified term.

Student: Active Student (or “Student”): A person is considered a student once he/she has registered in either a credit or non-credit course. Anyone who has been admitted to a credit-bearing program, non-credit training program, or Pre-College program and is not inactive in the student information system is deemed an active student. Active students are eligible to register for classes in the absence of holds, unmet requirements, or academic standing restrictions. Inactive Student – Any student who was active but has not completed a class in the three prior terms of record. Inactive students become active students through the submission of a new Application for Admission.

Transfer Student: For the PCC admittance term of record, a student identified as having attended an institution of higher learning other than PCC after high school.

References:

Fillable forms can be found on the Employee Portal at: <https://myportal.cccs.edu/web/pueblo-community-college/forms> - Traveling with Students; and on the Student Portal under the Student Records/Forms tab – Waiver of Liability for Domestic/International Travel.

Please review PCC Operating Protocol Procedure #262 – Use of the Van located at: <https://pueblocc.edu/cmsinternet/xml/OPP/200/262.pdf>

and PCC Operating Protocol Procedure #407 – Travel located at: <https://pueblocc.edu/cmsinternet/xml/OPP/400/407.pdf>

Please review Colorado Community College System – System Procedure SP8-61c – Travel Procedure at: <https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-8-61c-travel-procedure/>

Please see PCC Operating Protocol Procedure #300 – Students at: <https://pueblocc.edu/cmsinternet/xml/OPP/300/300.pdf>

Attachments or Related Documents:

- Travel Request and Authorization (Posted on the Portal on the Forms page)

- Student Travels Attendee List (Posted on the Portal on the Forms page)
- Waiver of Liability for Domestic/International Travel – to be filled out by student (Posted on the Portal on the Forms page)
- Student Travel/Event Agreement – to be filled out by student (Posted on the Portal on the Forms page)
- PCC Travel Expense Reimbursement Form (Posted on the Portal on the Forms page)

Operating Protocol:

This operating protocol-procedure shall apply to all students, trip leaders, and trip leaders' supervisors of the College.

College employees (trip leaders) are required to obtain prior approval for permission to travel. Use of the state travel credit card is also required by employees (trip leaders) to facilitate transactions regarding necessary and approved travel on behalf of the College. Trips, including but not limited to lodging and rental cars, shall be purchased with the state travel card. Travel Purchase Order are to be used for payment of airfare.

All employees (trip leaders) who have a travel card must attend the Travel Card Presentation offered by the PCC Travel Compliance Designee through the Accounts Payable Office.

Procedure:

Step 1:

Prior authorization is required before commencement of travel. Before the travel event the trip leader will need to complete the "Travel Request and Authorization Form" (located on the Portal in the "forms" section, titled: "Travel Request and Authorization Form" completing all necessary information regarding the destination, the purpose, estimated expenditures, and obtain all the necessary signatures.

All travel must be approved by the trip leader's supervisor. Out-of-state travel must additionally be approved by the College President. International travel requires approval by the appropriate Colorado Community College System (CCCS) designee. The President's Office will be responsible for submitting requests for international travel to the CCCS designee and informing the trip leader of the approval or denial of any out-of-state or international travel requests.

All approved Travel Request and Authorization forms should be forwarded to the Accounts Payable Office only if the issuance of a check for registration fees is required or a Travel Purchase Order is needed. For issuance of a check for registration, the completed form must be submitted a minimum of ten (10) working days prior to the date the check is needed.

Step 2

The trip leader will complete the "Student Travels Attendee List" which is in a packet located on the Portal in the "Forms" section. The packet is named "Traveling with Students."

The trip leader will have each student on the Student Travel Attendee List complete the "Waiver of Liability for Domestic / International Travel – Student Form"*** which includes the "Student Travel/Event Agreement – Student Form"*** located in the "Waiver of Liability for Domestic / International Travel" form in the Student Portal in the forms section.

***For day trips that are only: [domestic travel (non-flight), in state, associated with one (1) class or one (1) program, and in the current semester]:

- The trip leader can pre-fill all dates/times/locations/trip details on the "Waiver of Liability for Domestic / International Travel – Student Form" which includes the "Student Travel/Event Agreement – Student Form" for specific day trips during the current semester AND then have the student attendees complete these forms once for the current semester.
- If trip is overnight, out-of-state, international, includes a flight, in a different semester, and does not meet the criteria outlined above for day trips, students will need to complete the "Wavier of Liability for Domestic/International Travel – Student Form" which includes the "Student Travel/Event Agreement – Student Form" for each trip.

Prior to the trip departure, the trip leader will need to collect the emergency contact information for students traveling, and email to trip leader's supervisor and the PCC VP of Student Services email at VPSS@pueblocc.edu.

- The whole process (outlined above) to include applicable requests, approvals received, submission of forms, etc. will need to be completed at least one (1) week before the trip departure. The trip leader will work with their supervisor, if their supervisor elects to have an earlier deadline to complete this process.
- If this is an overnight trip (one (1) or more nights), email a copy of the completed "Student Travel Attendee List" form to the PCC VP of Student Services email at VPSS@pueblocc.edu to help fulfill federal compliance mandated by the Clery Act.

The trip leader will need to bring and readily have access to each student's emergency contact on the trip.

Step 3:

The trip leader will review and be familiar with PCC Operating Protocol Procedure # 407 – Travel; this protocol is located in the Portal on the "Employee" tab under the "Operating Protocols" section.

- Questions on this protocol can be directed to the PCC Accounting Technician.

The trip leader will review and be familiar with PCC Operating Protocol Procedure # 262 – Use of PCC Van; this protocol is located in the Portal on the "Employee" tab under the "Operating Protocols" section.

- Questions on this protocol can be directed to the Assistant for Facility Services.
- Requests for PCC Van reservations are made via Ultimus; the Ultimus form name is "PCC Van Reservation Request"

The trip leader will review and be familiar with PCC Travel Expense Reimbursement Form located on the Portal in the "Forms" section; the form is named "Travel Expense Reimbursement Form".

- Questions on this form and process can be directed to the PCC Accounting Technician.

The trip leader will review and be familiar with the PCC Student Handbook, which outlines expectations for student behavior, is responsible for sharing applicable expectations outlined with students on the trip. The PCC Student Handbook is located at the bottom of any PCC webpage.

Step 4:

Prior to the trip, the trip leader will meet with all trip attendees to go over the trip details (meeting times, parking, etc.), safety concerns, expectations, remind students to follow all policies for PCC/CCCS/local/state/federal law and policies, and provide logistics for a safe and enjoyable trip.