

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

STUDENT TRAVEL

POLICY 5420

ADOPTED: 03/19/91

AMENDED: 12/17/91

AMENDED: 04/21/93

AMENDED: 12/20/16

The Board of Trustees recognizes that it is in the educational interest of the College to be involved in activities and programs which cause students to be off-campus for various periods of times. These activities and programs generally are included in one of the following:

1. Triton College-Funded Travel

Triton College will give financial support to students for approved activities and programs as determined by the Board-adopted budget and approved by the President of the College or his/her designee. All Board policies related to travel must be followed. Some activities and programs that may be included are athletics, field trips, student association, student trustees, debate, etc.

2. Student-Paid Travel

Triton College requires that all students traveling in this manner with Triton College approval must pay for the travel before the travel begins. The Board of Trustees supports all College-sponsored activities and programs which may require travel in either the United States or internationally.

All requests must be approved at least one (1) business day prior to travel. All requests requiring air travel must be approved at least (30) business days prior to travel. All travel requiring an overnight stay (without air travel) must be approved at least twenty (20) business days prior to travel. All overnight travel will be submitted as an informational report to the Board of Trustees on a monthly basis.

The Board of Trustees reserves the right to cancel international travel during time of international conflict as defined by the United States State Department. During other periods of time, prior approval of international travel must be obtained from the Vice President of the respective area (Academic Affairs or Student Affairs) and the President.

All students traveling off-campus for either a college-funded or student-funded activity or program must sign a student release statement prior to traveling. The Vice Presidents of Academic and Enrollment Management & Student Affairs will develop the student release statement and a regulation guiding it. The statement and regulation will be distributed to all division Vice Presidents for distribution.