



STUDENT ACTIVITIES FORM TRAVEL PROPOSAL

Student Center, Room 519 | activities@tc3.edu | 607-844-8222, ext. 4442

Submit this completed request at least three (3) weeks prior to your travel date to the Student Activities Office in Room 519 in the Student Center. You may be required by Student Activities to submit additional information or meet with the department staff before the travel is approved. **COMPLETED FORMS MUST INCLUDE YOUR ADVISOR'S SIGNATURE.**

CONTACT INFORMATION (NOTE: you will be the contact person for this trip for all future communications)

Today's Date: _____

Club/Organization Name: _____

Name of student completing this form: _____

Your TC3 Email: _____@mymail.tc3.edu

Your Phone #: _____

TRIP DETAILS

Destination: (city) _____ (state) _____

Departure Date: _____

Departure Time: _____

Return Date: _____

Return Time: _____

Purpose of Travel:

- Conference/Workshop/Training Program
- Educational Experience
- Civic Engagement Experience
- Other

Brief description of the trip purpose, educational components, and how it is connected to the mission of the club:

Please also attach your trip itinerary or conference schedule to this form.

TRIP DETAILS (cont'd)

Is your trip:

- LOCAL TRAVEL (no overnight stay, under 100 miles from campus)
 EXTENDED TRAVEL (overnight stay(s) and/or over 100 miles from campus)

How many students will be participating in the trip: _____

NOTE: Funding from SAB is available for up to 20 students for local travel and 10 students for extended travel.

CHAPERONE DETAILSWill your club advisor be the trip chaperone? yes no Advisor Name: _____

If no, please list the name of the TC3/FSA staff member that will serve as chaperone: _____

ADVISOR APPROVAL:**By signing this form, I agree that I have reviewed this request for travel and it meets with my approval.**

Advisor Signature: _____ date: _____

FOR OFFICE USE ONLY***Additional Comments/Notes/Follow-Up Required:***

The following must be turned in no later than ten (10) days before trip departure.

_____ Trip Participation Agreement Forms from every student participant

_____ Signed Trip Chaperone Form

_____ If necessary, personal vehicle forms from all drivers

_____ Completed Trip Roster

_____ Purchase Requisition forms

_____ If necessary, TC3 van reservation confirmed.

Additional Notes:

FINAL TRAVEL APPROVAL:

Student Activities Signature: _____ date: _____



HOW TO GUIDE
HOW TO TRAVEL AS A CLUB

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STEP 1	Pick up a TRAVEL PROPOSAL FORM and, if you're requesting funding from SAB, a TRAVEL FUNDING REQUEST FORM. Please note, these forms must be submitted <u>at least three (3) weeks prior</u> to your travel date. LATE REQUESTS WILL NOT BE CONSIDERED.
STEP 2	Complete the forms and turn them in to the Student Activities Office. Completed travel forms will also include attached copies of your trip itinerary as well as any documents that support your funding request (i.e. hotel room rates, proposed airfare rates, etc.)
STEP 3	The Student Activities office and the SAB Budget & Finance committee will review all travel and funding requests and notify you within one week of your submission date. The SAB committee only meets once per week, and your request will be reviewed at the next available meeting.
STEP 4	When your request is approved, you will receive an email from the Assistant Director of Student Activities to set up an appointment. At this meeting, be prepared to provide all backup documentation, complete purchase requisition forms, and confirm travel details. You will also be given your TRAVEL DOCUMENTATION PACKET to complete.
STEP 5	Complete and turn in your TRAVEL DOCUMENTATION PACKET <u>no later than ten (10) days</u> before your trip departure. This packet includes: the TRAVEL ROSTER, any required PERSONAL VEHICLE FORMS, your TRIP CHAPERONE AGREEMENT, and TRIP PARTICIPATION FORMS from each person traveling.
STEP 6	Upon return of your trip, you will receive an email from the Student Activities office asking for a brief trip evaluation. This will be a quick online survey so we can hear how your trip went and collect information to better serve clubs in the future. Each member of the trip should complete their own online survey.

It is preferable for a club to pick one point person to handle all club travel arrangements, complete all the paperwork, and follow through on any additional requests for information. It is helpful if this person is either the club treasurer or the student that is coordinating the trip for the group. It is not appropriate for the advisor to complete these forms.

Please also refer to the FSA of TC3 Financial Procedures manual for details.

TRAVEL TIPS AND TIDBITS:

FUNDING CRITERIA:

The Budget and Finance committee of SAB will meet weekly with staff from the Office of Student Activities to review all travel requests. The following criteria are used to determine the level of funding allocated:

1. The number of students participating on the trip
2. Trip location and distance from Dryden, NY
3. The description of the trip's connection to the club's mission
4. If anyone in the group is representing TC3 in an official capacity or presenting a workshop at a conference
5. The number of students returning to TC3 for future semesters

ADVISOR FUNDING:	Student Activities/SAB will cover the cost of one (1) advisor per trip at 100%. Please document all expenses associated with the advisor's participation on the ADVISOR section of the TRAVEL FUNDING REQUEST FORM. Additional Advisors attending must secure other funding to participate.
SAB FUNDING :	SAB will only fund the following items: <ul style="list-style-type: none">• Transportation costs (vans, airfare, bus, charters, etc.)• Hotel costs• Registrations and/or admissions fees
CLUB REVENUE: (rollover revenue, fundraised dollars, or individual contributions towards the trip)	

ACADEMIC AND JUDICIAL STANDING:

Please note that the Office of Student Activities and the Office of Campus Police will use the provided travel roster to verify the academic and judicial standing of all participants. Students not meeting standards will be contacted by either department directly and may not be able to participate on the trip.