**Traveling with Your Student Organization**

Traveling with a club is different than traveling for credit in a course.**The first step is to submit a Student Life Event Proposal** **before doing anything else.**

* This must be submitted in a timely manner. If the travel event is approved or denied will determine whether to proceed with the next steps (form submissions, travel bookings, etc.).

**Advisor Requirements**

* Fill out a travel approval request for each advisor/MCC employee who will be attending. Documents will require approval from their direct supervisors and/or the person with budget authority of the advisor(s) attending.
	+ If you are using student org funds to pay for travel costs, please put down the club's 60 account info and include the Dean of Students as one of the approvers.
	+ It is encouraged that when student clubs go on trips they have at least**2 chaperones** in case one advisor/chaperone becomes unable to lead the trip.
	+ **The travel form needs to be submitted for overnight trips and any day trips that require the advisors to transport students to the destination.**
* **Travel approval request**can be located in Etrieve-Softdocs. To get to it please go to:
	+ MCC homepage > in top right corner, select "I Am A" Faculty/Staff Member
	+ > click on Etrieve-Softdocs
	+ > Login using MCC Credentials
	+ > click on blue/green square in top left corner
	+ > click on Central (purple square)
	+ > select Forms
	+ > under Financial Services, click on Travel Approval Request.
* Submit a filled-out travel approval request per advisor with approval signatures through Etrieve-Softdocs**before** your trip.
* Be sure to fill out the Travel Reconciliation Form once you get back from your trip.

**Once the trip has been approved by Student Life and a completed travel approval request (per employee) has been submitted through Softdocs, then student orgs can start to make necessary trip arrangements like reserve hotels, pay registration fees, etc.**

* ***Insurance Requirements***
	+ **If the trip is an overnight trip or even just a day trip, ADVISORS will need to fill out a Student Trip Insurance Form which can be found in the same area as the Travel Form in Etrieve-Softdocs.** Please submit this info**2 WEEKS BEFORE THE TRIP**.
		- Purpose of trip
		- If it's domestic or international
		- Travel dates
		- Traveling by plane or vehicle
		- How many students and adults (advisors/chaperones) will be going on the trip
		- Destination
		- If you're transporting the students
		- Types of activities while on the trip
* ***Transportation***
	+ If any advisors plan to take a vehicle for a trip and transport students in that vehicle, they are required to use an official MCC vehicle for insurance purposes***.***
* ***Additional guests, spouses, etc. attending trip***
	+ If the advisor plans to have a guest come with them who is not employed by the college, then they need to submit a Background Release form and DPS Criminal History form to HR because they will be in close proximity to MCC students. Both of these forms can be found in the [Student Organization Event Planning](https://www.mclennan.edu/student-engagement/organizations/new-org.html)section of the MCC website.
	+ Guests are not covered by the college's insurance.

**Student Requirements**

**Students/participants over the age of 18 attending** any trip will need tofill out a [liability form](https://engage.mclennan.edu/register/waiver) which can be found under the “Student Organization Event Planning” section of the MCC website.

* **Students under the age of 18 attending**any trips will need to follow the processes listed in MCC’s travel policies to ensure proper documents are received prior to travel, and **their parent/guardian will need to sign the liability form.**
* **Overnight trips:**each student will have to fill out a[**travel contract**](https://www.mclennan.edu/student-engagement/docs/Student_Travel_Contract.pdf)which can be found on the MCC website. The advisors/chaperones will keep those for their records.

MCC faculty and staff are expected to follow the proper travel procedures written in the policies regarding travel while on the trip and submit proper documentation upon returning to campus (travel forms, receipts, etc.).

Once approval has been received by the Student Life office and all necessary travel, insurance, and liability forms have been submitted, then you’re ready to go! :)