

## Clubs and Organizations Travel Policy

Student groups may request funds from Student Government to travel to conferences, seminars, competition, etc.

### Process:

- 1) A club representative should fill out the "Student Group Funding for Travel Request" form.
- 2) The Student Group Advisor must sign off on the form and return to Student Life for re-view by the Student Government Travel Committee.

*NOTE: The completed form must be received by Student Life at least ninety (90) business days prior to the proposed travel date*

- 3) Once travel and funds are approved by the Travel Committee, the Student Group will be notified.
- 4) At that time, the student group contact must work with Student Life and the Advisor to fill out Purchase Requisitions and Travel Forms for each student participating.

If Student Government does not award all funds necessary to travel, the student group is responsible for fundraising the balance of the remaining cost.

### Travel Policies:

- 1) If travel is more than fifty (50) miles from Niagara County Community College, students are not permitted to provide their own transportation.
- 2) Student Group Advisors (or designee) must accompany students on any trips that are more than fifty (50) miles from NCCC and/or require overnight accommodations.
- 3) Student groups are responsible for paying for accommodations of the Advisor.
- 4) Students will be held to the standards outlined in the Student Rights & Responsibilities Code of Conduct.