

## PROCEDURES FOR OFF-CAMPUS TRAVEL GREENFIELD COMMUNITY COLLEGE

Unless otherwise indicated, all travel paperwork should be submitted at least two weeks prior to off-campus travel and must be submitted no less than 48 hours prior to travel. Additional time must be allowed if requesting a GCC vehicle or contracting transportation. Completed travel forms are kept on file as indicated. All referenced documents and forms are available from the GCC web site and/or Group offices.

### REQUIREMENTS FOR OFF-CAMPUS TRAVEL

#### For All Off-Campus Travel by GCC Employees

- Prior to Travel: Travel Authorization form must be completed (on yellow paper) by activity leader and approved by her/his supervisor. The original is filed in the supervisor's office. This form is also used to request travel advances.
  - If travel-related expenses are incurred, two forms may be required for reimbursement after the trip:
    - Travel Expense Voucher form must be completed (on blue paper) to itemize expenses and provide odometer readings for trips.
    - Direct Payment Voucher form must be completed (on pink paper), attached to the Travel Expense Voucher, and submitted to supervisor's office. Supervisor signs and forwards the form to the Business Office for processing.
  - Reimbursement can only be processed when appropriate receipts accompany the request. In most cases, original receipts must be submitted rather than copies, and in the case of mileage, beginning and ending odometer readings are required. The Business Office can provide additional information on what is considered appropriate.
- **Important:** If an accident or other emergency occurs during the trip, activity leader or designee must contact Public Safety as soon as reasonably possible at 413-775-1212.

and

#### For Off-Campus Travel with Students

- **Activities or travel required for a course or degree/certificate**
  - Required travel must be included in course syllabus.
  - Travel Information Form for Required Student Travel must be completed by instructor and distributed to students either with course syllabus or at least seven (7) days prior to travel. A copy must also be submitted to instructor's supervisor's office with the Travel Authorization form prior to travel.
- **Voluntary participation in activities or travel:** Consent Form for Voluntary Student Travel must be initiated by activity leader and completed by each participating student, faculty, and staff member, and individual with a Personal Services contract for this travel. Activity leader retains a set of copies and submits the originals to supervisor's office with the Travel Authorization form. Travel Authorization remains in supervisor's office, and the originals Consent Form for Voluntary Student Travel must be hand-delivered to Public Safety prior to the travel.

and

#### For Extended/Multi-day Off-Campus Travel with students

- All participants in Extended/Multi-day Off-Campus Travel **must** be at least 18 years of age and be registered students, GCC faculty or staff, or individuals with a Personal Services contract for this travel.
- Additional requirements may apply to programs/organizations with their own travel procedures

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### TRANSPORTATION FOR OFF-CAMPUS STUDENT-RELATED TRAVEL

**Individual Transportation:** Activity leader meets students at an off-campus location. Each individual is responsible for her or his own transportation. Activity leader does not drive students or other attendees to the location.

- No transportation paperwork is required.

**Private Vehicle Carpools:** Activity leader participates in arranging carpooling among students and/or drives students or other attendees to the location.

- Each GCC employee or student who may be driving other attendees must complete a GCC DRIVER HISTORY APPLICATION & AUTHORIZATION form (available on the Public Safety website) and submit it to the Public Safety office five (5) business days in advance for approval. This form must be submitted once each fiscal year (July 1 to June 30).

#### **GCC Mini-Vans/Vans**

- Activity leader must submit Mini-Van/Van Vehicle Request Form to Administrative Services office.
- Each GCC employee or student who may be driving other attendees must complete a GCC DRIVER HISTORY APPLICATION & AUTHORIZATION form.

#### **Contracted Transportation (bus company, charter services, etc.)**

- Contracts must be approved by the GCC Business Office prior to trip.
- No additional transportation paperwork is required.