

## CIAS Guideline – Faculty and Staff Travel with Students

Students benefit from faculty/staff organized trips that enhance their academic experience. In accordance with RIT policies, CIAS has compiled the following guidelines for its oversight of faculty and staff travel with students; i.e. Class Trips, Field Trips, Travel Courses (either domestic or abroad).

For all travel, CIAS adheres to the guidelines outlined in RIT’s Travel Policies and Procedures Manual, which can be found online at:

<http://www.rit.edu/fa/controller/travel> and

[http://www.rit.edu/controller/payable/discretionary\\_expenditures.html#a](http://www.rit.edu/controller/payable/discretionary_expenditures.html#a)

All employees in CIAS are required to review the RIT travel policy before making any travel arrangements involving students.

Faculty and staff trip coordinators must work with their school’s Senior Staff Assistant in order to process the new online **Travel Expense Report (TER)** upon completion of travel.

This guideline is organized as follows:

- Field Trips
  - Day Field Trips
  - Overnight Field Trips
- Travel Courses
  - Domestic Travel Courses
  - International Travel Courses

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### FIELD TRIPS

Field trips are non-credit bearing experiences organized and led by CIAS faculty or staff. These trips may be associated with a particular class (“Class Trips”), or administered by a program or school.

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#### Day Field trips

Complete the process detailed below, and submit the following forms to CIAS Student Services (7B-1075) at least one week prior to travel. **Unless otherwise noted, all forms can be found at <https://inside.cias.rit.edu/ciasforms/>**

- Field Trip Cover Sheet
  - Trip agenda
  - List of participating students with University ID numbers
  - Original Emergency Contact forms for each participant, including faculty and staff
- The faculty or staff trip coordinator must keep a copy of all the completed

Emergency Contact forms to take with them on the field trip in case of an emergency.

- original two-sided Agreement to Participate forms for each participant
- Completed Budget Template if applicable

### **Agreement to Participate forms**

The faculty or staff trip coordinator must prepare an Agreement to Participate form, which serves as an informed consent and liability. The Agreement to Participate form needs to be modified with appropriate information about the trip (highlighted areas need updating) before being given to the student participants for signature. Each student wishing to participate in the trip should return a signed copy to the faculty or staff trip coordinator. The Agreement to Participate form states that participating students have been given detailed information prior to the trip; therefore students should sign off on the Agreement to Participate form only after they have been given such information.

### **Transportation**

Unless RIT is providing transportation, field trips should be considered optional. Courses for which required trips involve students making their own individual travel arrangements should clearly state this expectation in the course description. If RIT coordinated ground travel is planned, faculty or staff trip coordinators are advised to contact the Parking and Transportation Services Department to inquire about the use of an RIT van. Drivers of Institute vans must obtain a driver certification card from Parking and Transportation that includes a written and driving test as well as a DMV check on his/her license.

If RIT is not providing transportation, students should be told to make their own transportation arrangements. RIT discourages faculty/staff from actively coordinating car pools using students as drivers and/or paying student drivers mileage allowances for use of their cars. If this option becomes absolutely necessary, faculty/staff trip coordinators should contact the RIT Risk Management Office at (585) 475-6135 for further guidance.

### **Emergency Situations**

Faculty, staff, or student injuries occurring during the trip must be reported by the faculty or staff trip coordinator as soon as possible to:

- Assistant Dean of CIAS Student Services, Debbie Kingsbury at
  - Office (585) 475-5154
  - Mobile (voice/text) (585) 503-4988
- Public Safety at (585) 475-3333

### **Instructions for submitting all forms to CIAS Student Services**

#### **Option 1 - Hard Copies**

- The faculty or staff trip coordinator must keep Agreement to Participate and Emergency Contact forms in two separate piles. Each pile should be organized alphabetically by last name. This list should be checked against the class list before submitting.

- Emergency Contact forms should be submitted alphabetically by last name. Forms should be paper-clipped together, not stapled
- Agreement to Participate forms should be submitted alphabetically by last name. Forms should be paper-clipped together, not stapled
- List of Student Names and University ID #'s (include Teaching Assistants or Graduate Assistants going on trip)
- **All forms should be paper-clipped together, not stapled, with the Trip Agenda cover sheet on top.**

#### Option 2 - Scanning

- Emergency contact forms should be together and alphabetized by last name. Scan into one PDF document. Naming format MUST BE:
  - *instructor last name\_first name\_school\_date of travel\_location\_emergency contact forms*. Example: kingsbury\_deb\_22aug2013\_MAG\_emergency contact forms
- Agreement to Participate forms should be together and alphabetized by last name. Scan into one document. Naming format MUST BE:
  - *instructor last name\_first name\_school\_date of travel\_location\_Agreement to Participate forms*. Example: kingsbury\_deb\_22aug2013\_MAG\_Agreement to Participate forms
- List of Student Names and University ID #'s –can be a class list or a word document
- The Trip Agenda cover sheet, a class list, the PDF of Agreement to Participate forms, and the PDF of emergency contacts should be emailed together attached to a single email to [ciasfieldtrips@rit.edu](mailto:ciasfieldtrips@rit.edu) with the subject line: “Field Trip – instructors last name” (ex: Field Trip-Kingsbury)

*After the trip(s), the emergency contact forms and any other documents must be shredded*

### Overnight Field Trips

Complete the process detailed below, and submit the following forms to CIAS Student Services (7B-1075) at least one month prior to leading an Overnight Field Trip. **Unless otherwise noted, all forms can be found at <https://inside.cias.rit.edu/ciasforms/>**

- Field Trip Cover Sheet and detailed itinerary
- List of participating students with University ID numbers
- Original Emergency Contact forms for each participant including faculty and staff  
The faculty or staff trip coordinator must keep a copy of all the completed Emergency Contact forms to take with them on the field trip in case of an emergency.
- Original double-sided Agreement to Participate forms for each participant
- Completed Budget Template
- Copies of each student’s insurance card

## Approvals

Faculty or staff trip coordinators must fill out a CIAS Travel Pre-Approval Form <https://inside.cias.rit.edu/ciasforms/> in advance of travel and indicate the dates and reason for travel. The traveler's School Administrative Chair or the Dean must sign this form.

## Budget

To determine the amount of funding needed for overnight field trips, the faculty/staff trip coordinator must prepare a budget using the CIAS Field Trip/Domestic Travel Course Budget Template that can be found at this link:

<https://inside.cias.rit.edu/ciasforms/>

Please note that this template does not include predetermined formulas, and therefore requires the trip leader to complete equations for figuring out total costs and cost per student depending on number of participants.

Student expenses such as travel, lodging, group meals or other group experiences can either be incorporated into a Trip or Program Fee paid in advance by students OR paid for individually and independently by each student enrolled.

Prior to advertisement of the field trip or acceptance of any student deposits, the budget must be approved by the school administrative chair via an email indicating approval with budget template attached from the admin chair to Clare Lagiewski, Interim Assistant Dean of Financial Services [calpgd@rit.edu](mailto:calpgd@rit.edu).

If surplus funds remain at the completion of a trip, they must be used for course-related projects that benefit participating students. Such surplus-contingent projects should be incorporated into the original budget for the Travel Course. Refunds will not or will not be given to students in the case of surplus funds.

## Student Deposits

If the Dean's Office will be accepting student deposits, EMAIL the following to CIAS Dean's office Senior Staff Assistant, Grace Gladney, at [glg8801@rit.edu](mailto:glg8801@rit.edu) :

Completed Student Deposit Tracking Template

<https://inside.cias.rit.edu/ciasforms/>

Students must pay their deposits via their IDs using Tigerbucks. **Neither checks nor cash can ever be accepted.** Faculty/staff trip coordinators can visit the CIAS Dean's office to check on student deposit status.

## Transportation

If traveling by air, the faculty member's airline reservations should be made with Tzell Travel Agency at (585) 663-8660, or another travel agency approved by RIT

<http://www.rit.edu/fa/controller/travel/agencies.html>. If students are flying together with faculty member, and airfare is incorporated into trip fee, arrangements should be made through the same travel agency. Traveling together may qualify participants for group rates.

Trips requiring the faculty/staff trip coordinator to use of rental cars should be handled in the following manner:

- The RIT faculty/staff member should rent the vehicle, not a student.
- Rental should be billed against the faculty or staff trip leader's personal PNC travel card. This assures that RIT's Car Rental Loss Program will respond should there be physical damage to the rental car during the term of the loan.
- Students should not be allowed to drive the vehicle unless they have a valid RIT driver certification card and are listed with the car rental agency as an additional driver.
- If the trip requires the use of a larger capacity vehicle or the rental of a truck, faculty or staff coordinator must contact the Risk Management Office at (585) 475-6135 to discuss the details before making the rental reservations.
- Any motor vehicle accident occurring during the trip should be reported to RIT Public Safety at (585) 475-3333 and the CIAS Student Services office at (585) 475-5154 within one business day.

### **Group Expenses (entrance fees, train tickets, tours, etc.)**

Whenever possible, arrangements should be made and paid for with a credit card prior to departure. The faculty/staff member can also make reservations and pay using one of the following: a school procurement card or a personal PNC Corporate Travel Card. In all cases, the faculty member is responsible for providing appropriate receipts.

If payment in cash is the only option, costs can be either:

- included in the student's trip fee and paid for by the faculty member (who can secure a suitable cash advance in such cases). Receipts must be provided  
OR
- paid for individually by each student enrolled. In this case, the students must be advised of this responsibility prior to departure, and informed of the amount of cash they need to have available.

### **Lodging**

Whenever possible, faculty or staff trip coordinator housing arrangements should be made through Tzell Travel Agency at (585) 663-8660, or another agency approved by RIT <http://www.rit.edu/fa/controller/travel/agencies.html>. Whenever possible, housing arrangements for students should also be made through the same travel agency.

Lodging reservations can also be made directly by the faculty member and paid for prior to departure via the school's procurement card or a wire transfer/check request.

### **Wire Transfers/Check Requests**

In order to initiate a check request or wire transfer in support of a trip with students, faculty trip leaders must provide the following to their school's senior staff assistant:

- completed W-9 and New Vendor Supplier Set-up form if provider is new to RIT  
<https://inside.cias.rit.edu/ciasforms/>
- final itemized invoice from provider (no changes can be made in this amount)

once check has been cut/wire transfer sent)

### **Hospitality**

CIAS Faculty/staff who plan to entertain alumni or potential donors during travel with students must include this as “hospitality” on their trip budget and receive prior approval from their Administrative Chair. When alumni are involved, Ron Goldberg, CIAS Director of Alumni Relations, should be notified as well.

Faculty/staff trip coordinators must provide a detailed written rationale when submitting receipts for reimbursement for any hospitality expenditures. This rationale must clearly explain the specific purpose of such expenditures in relationship to the research and/or educational mission of the trip. Names and professional titles of all attendees must be included.

The purchase of alcohol by faculty or staff during travel with students is strongly discouraged. **No alcohol may be purchased or submitted as hospitality if students are included as attendees at alumni events or meals.** The sole exception to this rule is an official alumni event at which drink tickets are provided to attendees 21 years of age or older by sponsoring School and/or Alumni Relations.

### **Reimbursements**

Faculty and staff trip coordinators must work with their school’s Senior Staff Assistant in order to process the new online **Travel Expense Report (TER)** upon completion of travel. In addition to all itemized receipts, faculty or staff trip coordinators must provide a list of all participating students with UIDs, and a copy of the Field Trip Agenda to their Senior Staff Assistant.

**Please see the “Field Trip” section above for detailed information about:**

- *completing and submitting forms*
- *reporting Emergency situations*

*The guidelines for **cash advances, meals, and tax exempt documentation** when traveling with students are similar to those for travelling individually, so please refer to the **CIAS Guideline on Faculty and Staff Travel with Students** for complete details.*

*<https://inside.cias.rit.edu/administrative/policies-and-procedures/faculty-2/>*

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## **TRAVEL COURSES**

Travel Courses are faculty-led domestic or international travel experiences that are credit bearing. Guidelines for domestic travel courses differ from international ones, as detailed in the following sections.

### **Eligibility to Lead**

In most cases, full-time faculty status (Tenure-track, tenured, lecturer, or visiting) within CIAS is required for faculty members to be eligible to propose and lead a Travel Course. A fulltime faculty member must be the primary proposer, course instructor, and trip leader.

Adjunct faculty members may participate in co-leading a course, but full-time faculty member must ultimately be responsible for all administrative and financial duties and communication with relevant RIT staff and students.

### **Eligibility to Enroll**

Only matriculated RIT students are eligible to enroll in CIAS Travel Courses.

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### **Domestic Travel Courses**

At least one month prior to travel, and before making any travel arrangements, faculty leading Domestic Travel Courses must follow the entire process outlined previously for Overnight Field Trips.

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### **International Travel Courses**

Faculty wishing to lead international Travel Courses must receive approval for their proposed Travel Course from the CIAS Study Abroad Committee and RIT Global by following the process detailed below.

#### **Elements of a proposal**

1. RIT Global Proposal Form Parts I and II, which can be downloaded here:

<https://www.rit.edu/academicaffairs/global/faculty-led-programs>

2. Faculty member's CV

3. Faculty member's Personal Statement

This statement should detail specific professional experiences, connections, and skills that contribute to the individual's particular suitability to plan and lead the proposed program.

4. Letter of Support from program's administrative chair

5. Draft Course Outline or Topic Outline Form

6. Draft Budget

#### **Timelines for proposal review**

For programs occurring in fall semester, due dates are:

Week 5 of previous fall semester to CIAS Study Abroad committee

- RIT Global Part I form
- CV
- Personal Statement
- Letter of Support from administrative chair

Week 8 of previous fall semester to CIAS Study Abroad committee

- Draft Course or Topic Outline
- Draft budget
- Part II form to RIT Global office

Programs occurring in Intersession, spring semester or summer due dates are:

Week 5 of previous spring semester to CIAS Study Abroad committee

- RIT Global Part I form
- CV

- Personal Statement
  - Letter of Support from administrative chair
- Week 8 of previous spring semester to CIAS Study Abroad committee
- Draft Course or Topic Outline
  - Draft budget
  - Part II form to RIT Global office

### Criteria for Review

The criteria below will be used to determine whether programs will be approved to continue on with the planning process with RIT Global.

- PEOPLE - Faculty is a good leader and knowledgeable on the topic / Students' level, discipline, etc. are good fit
- LOCATION - Unique and suitable for the program / Feasible in terms of cost, infrastructure, risk, etc.
- EXPERIENCE - Connection to curriculum / Good experience for students day after day / Organization and set-up of logistics, activities, etc.
- IMPACT - Application of learned experiences / Alignment with student learning outcomes / Broader impact (culture, society, environment)

RIT Global and Institute Review elements:

- Final Budget (approved by Assistant Dean of Interim Administrative Services, Clare Lagiewski)  
**All faculty-led study abroad programs must have a budget approved by the Administrative Chair and Interim Assistant Dean of Administrative Services, Clare Lagiewski, prior to being advertised.**
- Final approved Topic course outline form and corresponding Shell course outline
- Completed RITGlobal forms I and II

### Approvals

Once a Travel Course proposal is approved by the Study Abroad committee, CIAS Dean's office, and RITGlobal, faculty must fill out a CIAS Travel Pre-Approval Form found at: <https://inside.cias.rit.edu/ciasforms/> in advance of travel. Both the traveler's School Administrative Chair and Dean must sign this form.

The university uses the US Department of State's guidelines when approving funding for foreign travel. Before making travel arrangements, faculty must consult the State Department's website at [www.travel.state.gov](http://www.travel.state.gov). Travel to countries with travel warnings or travel alerts require coordination with Risk Management and approval from the appropriate Vice President.

Faculty members wishing to lead international travel courses must also apply for a personal PNC travel card. Application form can be found here: <https://inside.cias.rit.edu/ciasforms/>



Submit completed form to the CIAS Dean's office for processing.

**Please see the "Overnight Field Trip" section for detailed information about:**

- *Arranging airfare and lodging*
- *Handling group expenses*

*The guidelines for **cash advances, meals, etc.** when traveling internationally with students are similar to those for travelling individually, so please refer to the **CIAS Guideline on Faculty and Staff Travel with Students** for complete details.*  
<https://inside.cias.rit.edu/administrative/policies-and-procedures/faculty-2/>

### **Pre-Trip Orientation**

In coordination with RITGlobal, faculty travel course leaders must provide a pre-trip orientation to include a very detailed session on the travel, hotel and itinerary aspects of the organized activities. Detail should be provided in written form so that students/and or parents will have a full understanding of what is involved.

During this orientation, be clear that it is expected that the student's behavior while on the trip should be professional and will be reflective of RIT. RIT's rules with regard to student conduct will apply while on the trip.

Students of the legal drinking age of the country they are visiting may purchase alcohol with their own funds at dinners. Excessive drinking and inappropriate behavior that reflects poorly on the university will be addressed and students could face conduct charges. It is important that faculty members also adhere to policy, set an appropriate example, and be a model of leadership and professionalism.

At all times, students are responsible for their own personal safety; it is recommended that during free time they go out in groups versus going out alone. Students should also carry their medical insurance card with them and be familiar with how they need to use it in case of an emergency. For example, some HMO's require preauthorization. Special consideration needs to be given to learn how medical insurance will apply if medical attention is needed while overseas.

### **Emergency Situations**

Faculty, staff, or student injuries occurring during the trip must be reported by the faculty or staff trip coordinator as soon as possible to:

- Assistant Dean of CIAS Student Services, Debbie Kingsbury at
  - Office (585) 475-5154
  - Mobile (voice/text) (585) 503-4988
- Public Safety at (585) 475-3333
- Jenny Sullivan, RITGlobal Director of Study Abroad and Fellowships at (585) 475-3224

### **Faculty Responsibilities after Leading an International Travel Course**

Faculty and staff trip coordinators must work with their school's Senior Staff Assistant in order to process the new online **Travel Expense Report (TER)** upon completion of travel. Faculty trip leader must apply for reimbursement within two weeks of the last day of travel. Reimbursement submissions after this deadline will not be accepted.

Traveler must turn in original receipts (including boarding passes if possible) for travel, accommodation and meals. These receipts must be submitted taped in chronological order onto a CIAS Travel Receipt Page which can be found here: <https://inside.cias.rit.edu/ciasforms/>

School and/or Dean's office procurement card purchase receipts should be submitted to your Senior Staff Assistant in their own clearly labeled folder along with all other receipts.

**Within eight weeks of trip completion, faculty must also submit their Travel Course Budget with "Actual" column filled in to the CIAS Dean's office.**

*Guideline Revised August 5, 2016*

