

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2175 ACTIVITY TRAVEL REGULATIONS

All travel arrangements required for college sponsored and sanctioned activities must be approved by the Dean of Students prior to leaving for the scheduled activity. Reimbursement for expenses incurred will be according to the current travel rules and regulations of the State of Minnesota as authorized by statute or by contract. Upon return from the college authorized trip, the advisor/coach must complete a reconciliation of funds (including receipts) and submit to the Business Office. Students are required to sign the “Waiver of Liability Assumption of Risk, and Indemnity Agreement – On/Off Campus Activities” form prior to the activity.

Itineraries for trips must be filed with the Dean of Students 24 hours prior to any travel. The itinerary must include the following: date, hour of departure, list of students going, and time of return. Students participating in extra-curricular activities are to be transported in the manner scheduled by the college. This includes activities such as: athletics, music concerts, and club or organization activities. The use of private vehicles for college-related activities is prohibited, unless approved by college administration.

Policies in the Student Policy Handbook/Planner are applicable during the trip.

Date of Implementation	SGC 5/27/04
Date of Adoption:	6/2/04
Date & Subject of Revisions:	6/8/05 – Position title changes 4/2/07 – Position title changes 3/10/08 – clarification only 12/16/08 – Revised