



C. Authorized Guest– Any person who is related to, or a personal friend of, an eligible student, and who receives the prior approval of the Advisor to participate in off campus travel.

D. Eligible Student -

B. Once off-campus travel is approved, students submit the following forms to the Advisor, who, thereafter, submits such forms to the Office of Campus Activities:

1. \_\_\_\_\_ ; and

2.

C. The Advisor, and/or his/her designee, resss toi 6(nee4( hnm)]T.104 Tw 2227 0 -34 [(d [(t

## VII. DISCIPLINARY ACTION

Violations by students of this policy shall be considered misconduct, and violators will be subject to disciplinary action in accordance with College policy and the



x 5HQWDO FDU UHFHLSWV PXVW DFFRPSDQ\ DQ

Meals

- x 0HDO H[SHQVH IRU WUDYHO XQGHUZULWWHQ E\ VWXGHQW  
ZLWK WKH DQG QW OHJH RSHJLGHPLQDO UDWHV RI  
IRU DQ DPRXQW QRW H[FHHGLQJ PRUH WKDQ D GD\
- x 'LVEXUVHPPHQW RI PHDO UHLPEXUVHPPHQW PXVW EH VXSSP  
WKH QDPH DQG VLJQDWXUH RI DWWHQGHHV UHFLSLHQW  
PRQH\ UHFHLYHG
- x %UHDNIDVW LV UHLPEXUVHGDIPGHSDUWXUH LV SULRU WR
- x /XQFK LV UHLPEXUVHGSR UHWXUQ LV DIWHU
- x 'LQQHU LV UHLPEXUVHG LI UHWXUQ LV DIWHU S P

Cash Advance for Travel

- x ,I DQ DGYDQFH IRU WKH DSSURSUCHDWLHFRReq WKH  
Form VKRXOG EH FKHFNHG
- x 7KH WUDYHOHU RU WKH JGSDOW DSSWRZKLG WKH WUDYHO  
UHFRQFLOLDWLRQ RI WKH FDWLQJ VZRWKRO WKH L R  
7UDYHOHUV PXVW UHWXUQ DOO UHFHLSWV GRFXPHQWV  
ZLWKLQ WKH QHVV GD\ DIWHU WUDYHO FRQFOXGHV
- x ,I WUDYHO H[SHQVHV H[FHHG WKH DPRXQW RI WKH DGYDQ  
FKHFN ZLOO EH LVVXHG WR WKH WUDYHOHU IRU WKH DPR  
WUDYHO H[SHQVHV DUH OHVV WKDQ WKH DSSURSUCHDWLHFRReq WKH  
EHWZHHQ WKH WUDYHO H[SHQVHV DQG WKH DGYDQFH W

Expense Reimbursement Report

- x \$Travel Expense Report PXVW EH FRPSOHWHG WR EH UHLPEXUVHG I  
H[SHQVHV WKDW ZHUH DSSURWHGIRIQHFWKBLGVEHPMQRW  
PHDOV ORGJLQJ WUDQVSRUWDWLRQ DQG FRQIHUHQFH U  
EHHQ REWDLQW WKH DSSURSUCHDWLHFRReq PXVW EHHQURZWK \$%XRFLOHWLRQIL

