- C. <u>Authorized Gues</u>t– 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 follow	ing forms to
the Advisor,	who, thereafter, submits such forms to the Office of Campus Activ	vities:
		1
	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

SUFFOL®OMMUNIT®OLLEGESSOCIATION,C.

STUDENT TRAVEL PROCEDURES

6XIIRON & RPPXQLW\ & ROOHJH \$VVRFLDWLRQ ,QF 3\$VVRFLDWDQG UHFRJQL]HG VWXGHQW RUJDQL]DWLRQV WR HYHQWV DQC &RXQW\ & RPPXQ7LUWD\Y&HROOPXHVIW EH FRQVLVWHQWDZQLGWWKWHK6HWRXUG7UDYHO 3ROLF\

,QRUGHU IRU WKH \$VVRFLDWDLOROQWWLRDMHIOHFHW[SEM\QKOSPLSDOKRWNKHNHQLWQI IROORZLQJSURFHGXUHV DUH WR EH IROORZHG

Airfare

- X \$ O O WOULDEN X HY OW EH D UXU KOWQKIHH OR UWLKU U Q DIWLLFQHU WF KO DE YSVX KO SPS U R Y H G
- x \$LUIDUH FRVWV ZLOO QRW EH UHLFFEUXHEODILBNG WZRLW/FISSEJOHRW/FISHUDXWKRUL]DWMRHURLQJLIQIBIPVLQJ FDPSXV RIILFH

Baggage Handling

x % DJJDJH KDQGOLQJ ZLOO EH UHDLVP EGXHUPVRHQGV VDV VJ DDWF MV QX DEQ) QD\ I :KHQ UHFHLSW V DD 19 HPQRR ZML WU VK V DX QG QR QOLQH SULFH UHIHUHQ UHFHLSW

Association Vans

Χ

x \$VVRFLDWLRQ RZQHG YHKLFOH V XVHG E\ WKH \$PPHUPDO IXHOHG E\ DXWKRUL]HG SHUVRQQHO RIXWKKQJ\$WKGH\$WDRVFI JDV FDUG

HGE∖BaAgo@andpeQIRUUHL1XKUHK/06NU.\$EANTKYONHHWOLHGCXGURLUQJWUDYHO gV ķHD@PW-ÀDRFDW00DÀPRd

x 5HQWDO FDU UHFHLSWV PXVW DFFRPSDQ\ DQ

Meals

- X OHDO H[SHQVH IRU WUDYHO XQGHUZULWWHQ E\ VWXGHQW ZLWK WK¶ND&QRGX & RWOOHJHI¶RVSJHJ XLCGELHHDPL QEHDOO UDWHV RIIRU DQ DPRXQW QRW H[FHHGLQJ PRUH WKDQ D GD\
- X 'LVEXUVHPHQW RI PHDO UHLPEXUVHPHQW PXVW EH VXSSF WKH QDPH DQG VLJQDWXUH RI DWWHQGHHV UHFLSLHQW PRQH\ UHFHLYHG
- x %UHDNIDVW LV UHLPEXUVHG DLIPGHSDUWXUH LV SULRU WR
- x /XQFK LV UHLPEXUVHG SLR UHWXUQ LV DIWHU
- x 'LQQHU LV UHLPEXUVHG LI UHWXUQ LV DIWHU S P

Cash Advance for Travel

- x , I DQ DGYDQFH IRU **W** kt BIYDHSOS lu Tr SUuchastdXAldHahteerReqRaesat WKH Form VKRXOG EH FKHFNHG
- X 7KH WUDYHOHU RU WRKUHLJOLEQSDIDOW PDHSOSWYRZYKHLOFKWKH WUDYHO UHFRQFLOLDWLRQ RI WKH FEDXVKLQIGSYYDOGFDH, VZRWKFROQFWOHXOYLR 7UDYHOHUV PXVW UHWXUQ DOO UHFHLSWV GRFXPHQWVZLWKLQEKYHQHVV GD\V DIWHU WUDYHO FRQFOXGHV
- X ,I WUDYHO H[SHQVHV H[FHHG WKH DPRXQW RI WKH DGYDC FKHFN ZLOO EH LVVXHG WR WKH WUDYHOHU IRU WKH DPR WUDYHO H[SHQVHV DUH OHVV WKDQ WKUHDSPOR XVQXVH RGILWI KI EHWZHHQ WKH WUDYHO H[SHQVHV DQG WKH DGYDQFH W

Expense Reimbursement Report

X \$Travel Expense Report XVW EH FRPSOHWHG WR EH UHLPEXUVHG IH [SHQVHV WKDW ZHUH DS.18.14.14.14.14.15] WHIGHIRLICHOHEOCHMXLECHELXENUGVEHXPWHOQWRW PHDOV ORGJLQJ WUDQVSRUWDWLRQ DQG FRQIHUHQFH UEHHQ REWITDalveQEHXLOCHWVLVR2QIIL