

CAD Guidelines | Faculty and Student Travel Courses

Overview

Students benefit from faculty/staff organized trips that enhance their academic experience. In accordance with RIT policies, the College of Art and Design has compiled the following guidelines for its oversight of faculty and staff field trips with students.

For all travel, CAD adheres to the guidelines outlined in **RIT's Travel Policies and Procedures Manual**, found at:

- <http://www.rit.edu/fa/controller/travel>
- http://www.rit.edu/controller/payable/discretionary_expenditures.html#a

All employees in CAD 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.

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

Full-time faculty status (tenure-track, tenured, lecturer, or visiting) within CAD 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 CAD Travel Courses.

Day Field Trips

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

- Field Trip cover sheet
- Trip agenda
- List of participating students with university ID numbers, or class roster
- 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.
- Completed Budget Template if applicable

Transportation

Unless RIT is providing transportation, and travel is built into the syllabus as part of the course, 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, syllabus, and discussed during the first week of class. 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. The P&T website has a list of approved vendors for buses.

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:

- **Public Safety** at (585) 475-3333
- Assistant Dean, **Debbie Kingsbury** at
 - **Mobile** (voice/text) (585) 503-4988

Field Trips

Instructions for submitting all forms to CAD Student Services

Option 1: Hard Copies

- **Cover sheet** should be first
- **List of Student Names (can use class roster) and University ID #'s** (include Teaching Assistants or Graduate Assistants going on trip)
- **Emergency Contact** forms should be submitted alphabetically by last name. Forms should be paper-clipped together, not stapled

Option 2: Scanning

- **List of Student Names and University ID #'s:** This can be a class list, Word or Excel document.
- **Emergency Contact** forms should be together and alphabetized by last name. Scan into **one (1) PDF document**.
 - Naming format **MUST BE** in the following order:
 1. *instructor last name*
 2. *instructor first name*
 3. *school*
 4. *date of travel*
 5. *location*
 6. *emergency contact forms*

Example:

doe_john_SOD_28aug2017_MAG_emergency contact forms

- The trip agenda cover sheet, list of participants, and the PDF of emergency contacts should be **emailed together** attached to a single email to **donna.sterlace@rit.edu** with the subject line: "Field Trip – instructors last name"
- **Example:**

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 **CAD 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.cad.rit.edu/ciasforms/>

- Field Trip cover sheet and detailed itinerary
- List of participating students (or class roster) 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.
- Completed Budget Template

Approvals

Faculty or staff trip coordinators must fill out a CAD Travel Pre-Approval Form (<https://inside.cad.rit.edu/ciasforms/>) in advance of travel, and indicate the dates and reason for travel. The traveler's School Director 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 CAD Field Trip/Domestic Travel Course Budget Template that can be found at this link: <https://inside.cad.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 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**, Assistant Dean of Financial Services 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 CAD Dean's office Senior Staff Assistant, **Grace Gladney**, at 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 will be accepted. Faculty/staff trip coordinators can visit the CAD 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 immediately to **RIT Public Safety** at (585) 475-3333 and the CADStudent Services office (Deb Kingsbury, 585-503-4988).

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

Whenever possible, arrangements should be made thru Tzell for direct billing, or 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. (Recommended process.)

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, and type of currency, 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.cad.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 or donors are involved, Lisa Vasaturo, CAD Director of Alumni Relations, and Kat Bassney, CAD Director of Development should be notified.

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

Cash Advances, Meals, and Tax Exempt

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 **CAD Guideline Faculty and Staff Travel and Reimbursement** for complete details.

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