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## 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 travel with students.

For all travel, the College of Art and Design 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](http://www.rit.edu/controller/payable/discretionary_expenditures.html#a)

All employees in the College of Art and Design are required to review the RIT travel policy before making any travel arrangements involving students. 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.

### Types of Travel

- Travel Courses for Credit – follow RIT's [Credit Hour Assignment Policy and Procedures](#)
- Travel Courses for Non-credit – [RIT Global](#)
- Field Trips

### Faculty Eligibility to Lead for Domestic and International Travel

- Full-time faculty and administrators within the College of Art and Design are eligible to propose and lead a Travel Course.
- Adjunct faculty members may participate in co-leading a course, but a full-time faculty member or administrator must ultimately be responsible for all administrative and financial duties and communication with relevant RIT staff and students.

### Student Eligibility to Enroll in Domestic and International Travel

- Only matriculated RIT students in good academic and conduct standing are eligible to enroll in the College of Art and Design Travel Courses.

# Approval Process for Travel Courses

## For Domestic Travel:

The trip coordinator must discuss with and get approval from the following:

1. Direct Manager - Undergraduate Program Director or Graduate Director  
*Discuss curricular alignment, time of travel, class coverage*
2. School Director  
*Discuss curricular alignment, time of travel, class coverage*
3. Assistant Dean of Student Services  
*Discuss overview of travel, student participants, registration, paperwork*
4. Financial Analyst in the Dean's Office  
*Discuss budget and reimbursement*

## For International Travel:

The trip coordinator must discuss with and get approval from the following:

1. Direct manager - Undergraduate Program Director or Graduate Director  
*Discuss curricular alignment, time of travel, class coverage*
2. School Director  
*Discuss curricular alignment, time of travel, class coverage*
3. CAD Study Abroad Committee  
<https://inside.cad.rit.edu/administration/committees/study-abroad-committee/>
4. Assistant Dean of Student Services  
*Discuss overview of travel, student participants, registration, paperwork*
5. Financial Analyst in the Dean's Office  
*Discuss budget and reimbursement*

## 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 syllabus and discussed during the first week of class.

If RIT is not providing transportation, students should be instructed 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.

If RIT coordinated ground travel is planned, trip coordinators are advised to review the process on the Parking and Transportation Services Department (P&T) website, and contact them with questions. "Van Rentals" may be an option for small groups, and trip lead should contact P&T

to inquire about the use of a 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 their license. The P&T website has a list of approved vendors for buses.

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 a 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 use of rental cars should be handled in the following manner. The trip coordinator should rent the vehicle, not a student.

- Rental should be billed against the trip coordinator'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, the trip 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 CAD Assistant Dean of Student Services.

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

Whenever possible, arrangements should be made thru Tzell, or another travel agency approved by RIT, for direct billing, or paid for with a credit card prior to departure. The trip coordinator 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 trip coordinator 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, the 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, the trip coordinator 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
- Final itemized invoice from provider (no changes can be made in this amount once check has been cut/wire transfer sent)

## Hospitality

Trip coordinators who plan to entertain alumni, corporate hosts, potential donors, or other academic guests, during travel with students must include this as "hospitality" on their trip budget and receive **prior approval** from their School Director/Supervisor and CAD Finance. When scheduling with alumni or donor prospects, trip leads should work with **Lisa Vasaturo** ([lxvdar@rit.edu](mailto:lxvdar@rit.edu)), CAD Director of Alumni Relations, and **Kat Bassney** ([ksbdar@rit.edu](mailto:ksbdar@rit.edu)), CAD Director of Advancement.

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. If you feel you have an exception, contact **CAD finance** ([cadfinance@rit.edu](mailto:cadfinance@rit.edu)).

## Reimbursements

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

## Cash Advances, Meals, and Tax Exempt

Please refer to the **CAD Guideline Faculty and Staff Travel and Reimbursement** on <https://inside.cad.rit.edu> for guidelines for cash advances, meals, and tax-exempt documentation when traveling.

## Submitting Travel Documentation

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Instructions for submitting all forms digitally to [cadfieldtrips@rit.edu](mailto:cadfieldtrips@rit.edu) at least **one week prior to travel**. Unless otherwise noted, all forms can be found at <https://inside.cad.rit.edu>.

### You MUST include the following documentation:

1. Signed **Field Trips and Travel Courses Pre-Approval Form** is first
2. **Trip itinerary** (for multi-day trips only)
3. List of Student Names and University ID #'s: Use the class list from SIS saved as a Word, Excel, or PDF file.
4. Emergency Contact forms should be together and alphabetized by last name.
  - a. **Scan all the hard copy forms into one (1) PDF document**  
OR
  - b. **Combine all PDF forms into one (1) PDF document**
    - Naming format for email subject line 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\_28aug2020\_MAG\_emergency contact forms

Email all the documents to [cadfieldtrips@rit.edu](mailto:cadfieldtrips@rit.edu):

- All documents must be emailed together.
  - Do not send these in separate emails if possible.
- Email subject line: **"Field Trip – instructors last name"** (*ex: Field Trip-LastName*)

## **Student Deposits** *(This all could change soon with Tiger Bucks)*

If the Dean's Office will be accepting student deposits, **email** the following to the CAD Dean's office at [caddeansoffice@rit.edu](mailto:caddeansoffice@rit.edu).

- Completed [Student Deposit Tracking Template](#).

Students must pay their deposits in person via their IDs using Tigerbucks. Neither checks nor cash will be accepted. (Students can add Tiger Bucks at any time, online, using a credit card.) Faculty/staff trip coordinators can visit the CAD Dean's office to check on student deposit status.

## **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
- CAD Assistant Dean of Student Services