

**FINAL 7-24-15**

## **Student Group Travel Policy**

Students who travel as a member of a recognized student group through the Office of Campus Activities & Programs must complete the Release Agreement for Voluntary University Travel along with the Student Group Travel Agreement. Each traveling student must complete these forms prior to traveling if the trip fits **any** of the following criteria:

- Any portion of the trip is being funded by student activity fees.
- It is an overnight trip.
- Students will be traveling outside of Greensboro for any portion of the trip.

The process for student group travel is as follows:

1. Discuss travel plans and confirm with group and group advisor
2. Arrange appropriate funding for the trip including but not limited to applying for SGA funding.
3. 6 weeks prior to travel - Read travel policy, complete student group travel agreement, complete Release Agreement for Voluntary University Travel and top part of TRV form, including appropriate signatures. Turn signed forms into CAP office
4. 4 weeks prior to travel - Make arrangements for travel with CAP business manager, including conference registration, plane, car, hotel
5. Upon return from travel - return TRV form, signed, along with original receipts and proof of attendance in to CAP office

Upon completion of all necessary forms for each student traveling, please submit them to the Campus Activities & Programs office located in 221 Elliott University Center. Please note that failure to complete these forms may result in cancellation of student travel funds. Contact the Campus Activities & Programs staff with any questions regarding student travel policies and procedures.