

Procedure for Off-Campus Field Trips

An off-campus field trip is any meeting of students registered in a college course or enrolled in a college program at an off-campus location other than the regularly scheduled location(s). The college is obligated to know where classes are meeting for the safety of our students and staff. To accomplish these purposes, the college uses the following process of notification and approval.

Faculty and staff conducting a field trip must submit a written notice to their supervisor two weeks prior to the scheduled field trip. Educational opportunities that become available for students after the two week approval will require, at a minimum, 24 hour email notification to the appropriate supervisor. Education opportunities that, by their nature, could not be anticipated will be handled by the supervisor as exceptions to this process, and the substantive purpose of these requirements will be observed in facilitating the request. A college course that indicates on a course syllabus (current term) class location (s) other than regularly scheduled class location(s) does not need to submit a written notice to the supervisor.

The off-campus field trip notice must include a summary of educational benefit (to support costs of field trip), detailed accounting of anticipated costs and how they will be covered, a schedule of activities, and a roster of students involved. It must also include a description of any potentially hazardous conditions that students may encounter so that students can take appropriate care of themselves. Once the field trip is approved, the Business Office will be informed so they can assist with additional travel arrangements, if any. A completed Travel Authorization form must be included if the college will provide a vehicle(s) for student transport and/or personnel seek reimbursement for expenses.

Following approval of the field trip, faculty and staff must submit to the Business Office the information requested below, if a college vehicle will be used to ensure appropriate documentation is on file.

Drivers of college owned vehicles must submit their license 3 days in advance to the Business Office so the College can provide information to the insurance company. Students may drive college-owned vehicles, if approved.

Field Trips Not Using College Vehicle

The College does not provide liability coverage or student accident insurance if students are transporting themselves to and from a field trip.

Field Trips Using College Vehicle

Local (within 50 miles of Jerome Avenue campus) - No Cash Requested

1. Complete vehicle use authorization form if using a college vehicle. Include the account number to be charged.
2. Provide an updated list of who is going on the field trip to the Business Office one day prior to the off-campus field trip. Class roster may be submitted.

Local (within 50 miles of Jerome Avenue campus) - Reimbursement Requested

1. Complete appropriate travel authorization form(s). Any non-per diem reimbursements require receipts.
2. Complete vehicle use authorization form if using a college vehicle.
3. Provide an updated list of who is going on the field trip to the Business Office one day prior to the off-campus field trip. Class roster may be submitted.

Out of Area – Reimbursement Requested

1. Complete appropriate travel authorization form(s). Any non-per diem reimbursements require receipts.
2. Complete vehicle use authorization form if using a college vehicle.
3. Provide an updated list of who is going on the field trip to the Business Office one day prior to the off-campus field trip. Class roster may be submitted.

END OF PROCEDURE

Legal Reference:

ORS 336.183 Providing programs outside usual classroom hours; rules; fees
ORS 339.155 Prohibitions of certain fees as condition of admission: allowable fees

See also:

4.705 Alcohol/Controlled Substance Use
3.415P Travel Procedure