

<b>Student Travel Procedure</b>	Procedure Number	4.4.2P
	Effective Date	October 27, 2017

- D. *Authorizing Administrator* – An LCCC administrator and the signature authority for travel, who evaluates proposals for travel, classifies travel utilizing the guidelines in this procedure, and authorizes budgetary funds. Authorizing administrators are also responsible for determining if a chaperone is required for each individual travel authorization, and approving the designated chaperone(s). Authorizing administrators are required to be on-call during authorized travel to respond to the needs of those traveling.
  
- E. *Chaperone* – An LCCC employee (or an appropriately trained designee with a completed background .9 (h)2.3 ( a -6.6 (n)13.1 (e3)-11.3 (n)87 TD(a)- -6.6 (n)13.11 (n -6.6 ( (v)-5.(ri)10.6 (t)-2.9 (y)-4.6 ( f)10

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- iii. A driver may not drive after having been on-duty for 70 hours in any consecutive 8-day period.
- iv. Drivers should take a break of 30 consecutive minutes after driving for 8 hours.
- c. Travel impacted as a result of inclement weather, cancelled or delayed flights, etc. are to be communicated with the Authorizing Administrator. The Authorizing Administrator will notify accounting and physical plant of travel changes. Any additional expenses incurred as a result of these situations is to be paid by the driver.

D. Travel Expense and Conduct Reporting

- 1) Employees will, within seven (7) days of returning from travel, provide a [Travel Expense Form](#) and [Cash Reimbursement Form](#) to the LCCC Accounting Services Office.
- 2) The use of P-Cards will adhere to the provisions of the [Procurement Card \(P-Card\) Procedure Manual](#).
- 3) Any behavioral issues associated with student travel will be submitted through the [Report a Concern Form](#) within 24 hours of returning from travel.

E. International Travel (all prior procedures apply, plus the following additions)

- 1) All international travel with students requires a travel supervisor and one additional approved chaperone. [An International Student Travel – Assumption of Risk and Waiver](#) must be complv

