

# COMMUNITY COLLEGE OF DENVER

Title: Student and Chaperone Travel

Guideline #: FS – 6

Approved: March 1, 2014  
June 15, 2015  
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References: State Fiscal Rules  
College Travel Guidelines

Approved By: Dr. Everette J. Freeman, President

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## 1. PURPOSE

To establish and provide all Community College of Denver (College) employees, students, and volunteer chaperones who travel on official College business clear direction on chaperone requirements, how to obtain approvals for travel, and how to process requests for travel reimbursement.

## 2. APPLICABILITY

This guideline applies to all College students, College employees, and authorized volunteers of the College who serve as a chaperone.

## 3. GUIDELINE

- a. All College student travel must be pre-approved by the College President and have at least one (1) College employee to serve as a chaperone. The required chaperone to student ratio is 1:7 (one [1] chaperone for every seven [7] student travelers). This ratio may be increased if approved by the College President. The College President may delegate this approval to the Vice President of Administrative Services and CFO.
- b. College employees can serve as chaperones. Authorized volunteers may also serve as additional chaperones if pre-approved by the College President. Chaperones are responsible for accompanying students at all times during the approved travel.
  - i. Authorized volunteers who serve as additional chaperones must complete a Volunteer Service Agreement Form (HR – 14). The original volunteer form must be given to Human Resources and a copy retained by the department.
- c. Under no circumstance can a College work study or student hourly employee be a chaperone.
- d. In order to participate in any travel, student travelers must not:
  - be on academic probation;
  - have a balance owed to the College; and,
  - have a history of student conduct violations.
- e. Student travelers must sign the Waiver of Liability for Domestic/International Travel Student Form (FIS – 30). The waiver form must be submitted to the chaperone prior to

traveling and be maintained by the appropriate personnel within the department coordinating the travel. These waivers should be retained for a minimum of three (3) calendar years.

- i. Copies of waivers for all student travelers must be submitted with the Travel Expense Reimbursement Request.
- f. Additional travel requirements that must be followed by all travelers can be found in the College's Employee Travel (FS – 5) Guideline with the additional requirements and/or exceptions listed below.
- i. Students must obtain verbal approval from their authorized administrator, instructor, or chaperone prior to traveling on a College trip.
  - ii. The authorized administrator or instructor must request pre-approval for the trip by completing and submitting the Travel Authorization E-Form for each student group using the additional instructions below, and an individual E-Form for each chaperone.
    - 1. Once in the E-Form, where "Name of Traveler" is, type "Student Group Travel to (the city you will be traveling to)."
    - 2. In the "Traveler S#" type 000000000.
    - 3. In the "Enter any Special Notations below" field indicate the number of students that will be traveling along with their names and S#s. If the names are not available at the time the E-Form is submitted,

notate "Names to follow" and indicate the reason why the names are not available and provide date when names will be provided. Include in this field any unusual circumstances that may be involved with your student group travel along with any other information you want to be taken into consideration for approval of your student group travel.

- iii. Student travelers will be reimbursed appropriate per diem.
  - 1. The chaperone may choose to pay the students' expenses and be reimbursed the actual cost. Receipts must be retained and submitted, and the actual cost cannot exceed the per diem rate. Additionally, the receipts must indicate which expenses are for students and which are for the employee/chaperone if both are included.
  - 2. Chaperones who are permanent employees may apply for a State issued Citibank Individually Billed Travel Card to pay for their expenses and those of the students.
- iv. Students who incur expenses may submit for reimbursement by submitting the Travel Expense Reimbursement Request to Fiscal Services with all required original receipts.
  - 1. Students also need to provide a completed W-9 including their name, address, social security number, and S#.

- v. Chaperones must submit two (2) Travel Expense Reimbursement Request forms if they are requesting reimbursement of expenses incurred for students, or if any student expenses have been pre-paid by the College; one for their own expenses and one for student expenses.