



# POLICY

| Category              | Approval  |                |         |
|-----------------------|-----------|----------------|---------|
| Series 1000: Students | Effective | Administration | Board   |
|                       | 2/22/10   | 12/4/09        | 2/22/10 |
|                       | Revised   | For Review     |         |
|                       | 5/9/22    | 2026           |         |

## STUDENT TRAVEL

**MTC 1087**

Mitchell Technical College's philosophy is that student travel is an integral part of the students' learning experiences. Travel, when coordinated through MTC, accomplishes the following outcomes:

1. Provides students with opportunities to observe professionals in their work settings
2. Creates potential opportunities for student employment through interaction with employers
3. Exposes students to new technologies and processes
4. Provides an opportunity for personal and professional development
5. Provides students the opportunity to apply acquired skills by competing in state and national competitions
6. Broadens students' perspectives and promotes civic awareness and responsibility

In order to fulfill these purposes, it is important that MTC provides the opportunity for all students to participate at reasonable costs in various student tours, trips, conferences, competitions, etc. The School Board authorizes MTC's administration to carry out regulations regarding student travel.

### Basic Travel Guidelines

All student travel will follow these basic guidelines:

1. Student participation in travel activities is optional.
2. Travel will not adversely affect or be detrimental to the student or academic program.
3. All student travel will be under the direction of a Mitchell Technical College supervisor. An MTC employee will serve as the key supervisor and will be responsible for the overall trip. Other MTC employees, employee spouses, advisory committee members, industry representatives, MTC alumni, and/or MTC students will serve as additional supervisors as needed.
4. The proposed travel itinerary will be feasible within the time allotted.
5. Overall travel costs and student individual costs will be reasonable.
6. Recreational travel will be confined to weekends, holidays or vacation periods.

7. Mitchell Technical College employees may not receive compensation for school sponsored trips from sources other than MTC except for reimbursement of expenses.
8. The opportunity for student participation will comply with MTC's nondiscrimination policies.
9. The application of rules of student conduct as outlined in the MTC Catalog and Student Handbook will apply to student travel.

Travel is divided into two categories:

1. Day Trips

Day trips are student trips of one day or less. Plans for day trips will be presented to the Vice President for Academics or designee for review and approval two weeks in advance of the trip to provide opportunity to review transportation, supervision arrangements, costs and budget limitations and to arrange qualified substitutes where necessary. If the travel is part of an approved course syllabi, a one-week notice is required.

2. Overnight Trips

Overnight trips of any duration require the Vice President for Academics' approval and must be submitted two weeks in advance of the trip date.

The following guidelines apply to overnight trips:

1. Waiver/release forms from each student participating in the trip must be on file as a prerequisite for participation. If a student is under 18, this waiver must also be signed by a parent or guardian.
2. Instructors must have a written plan in place that provides educational alternatives with adequate supervision for non-participating students.
3. Emergency contact information for each student participating in the trip must be on file with the Vice President for Academics prior to the trip. Emergency contact information for each student must also be in the possession of the supervisor accompanying students on the trip.
4. Trips may require a student participation fee to defray travel costs.
5. Fundraising opportunities may be provided for those students wishing to help defray the costs of the trip.
6. Expenses for meals or other items may be borne by the participant.
7. When commercial vehicles are used, a supervisor must ride in each vehicle.
8. When appropriate, a supervisor will make arrangements for meals before the trip begins.
9. When private vehicles are used, the supervisor will verify that drivers have a valid driver's license and are insured motorists.
10. When transportation, lodging and meal expenses are paid by the school, reimbursement to vendors will be made in accordance with District policy.

**Privately Sponsored Trips**

Except by permission of the President or designee, no promotion or enrollment of students for privately sponsored trips is permitted on college property, nor should employees of MTC promote or enroll students for non-school sponsored travel on college property.

6/25/18 – Responsible personnel updated to align with MTI's organizational structure.

5/9/22 – Responsible personnel updated to align with MTC's organizational structure. Added requirement for student contact information to be on file with MTC administration and the supervisor of any overnight trip.