



Napa Valley Community College District
Checklist for Student Travel

This checklist requires completion prior to commencing student travel under the auspices of the college. Please complete and submit a copy of this checklist to the sponsoring department.

Type of Travel: (Check one)

- ☐ Local/Regional
- ☐ Out of State*
- ☐ Out of Country*

Same-Day/Local/Regional Travel-

Documentation must be submitted **30 business days in advance**

1. INITIAL PAPERWORK

- ☐ Submit the following documentation to the Authorizing Dean/Manager and the associating Administrative Assistant:
 - **NVCCD- Student Travel Request Form**
 - Roster of all tentative participating students- Final roster to be submitted on day of field trip
 - **NVCCD- Travel Roster Template**
 - If students/staff are utilizing a personal vehicle for travel, they must complete the *NVCCD- Waiver for Use of Personal Transportation*.

2. BUDGET PLANNING

- ☐ Admin Assistant to submit a requisition for a Purchase Order that covers trip expenses (registration fee, mileage, bridge tolls, parking fees, airfare, car rentals/shuttles/buses, lodging, meals). See below for what it needed to be uploaded with the requisition submission:
 - Completed **Travel Budget Worksheet** found on the Business Office website under *Travel*. Refer to AP 6390 for lodging, transportation, and meal coverage expenses.
 - Confirmation of lodging arrangements, airfare from Thompson Creekside Travel
 - Thompson Creekside NEEDS purchase order #, birthdates, conference website link, airline (carrier, leave dates and times)
 - Completed Student Travel Request Form

3. PRE- TRIP PLANNING

- ☐ Arrange college-provided transportation if needed:
 - To reserve a 12-passenger van, contact Facilities at Facilities@napavalley.edu or 707-256-7580. Note: Online and behind-the-wheel training is required for the use of district vans.

- ☐ Collect from each participating traveler (students and staff) a completed ***NVCCD- Waiver Student Domestic Travel Waiver, Student OR Staff Code of Conduct***
- ☐ ***Closeout-*** Bus Bill, Staff Reimbursement, Per Diems to be returned or adjusted, return and lost and found

Out-of-State Travel-

Documentation must be submitted 30 business days in advance

- ☐ Complete “Local & Regional Travel” Checklist (Above)
The Superintendent/President's Office must receive the request for approval no later than 30 business days in advance of the trip
In addition:
 - ☐ Verify ability to travel to destination state(s) with office of the Chancellor’s Office website.
 - ☐ Verification of the need for additional college provided insurance (health and travel insurance)

Out-of-Country Travel

Documentation must be submitted 30 business days in advance

- ☐ Complete Local & Regional Travel Checklist (see Page 1)
In addition:
 - ☐ Travel insurance is required for out of country travel. Travel Insurance must be purchased through the district insurance provider. Contact Risk Management for an application at: facilities@napavalley.edu
 - ☐ Board approval is required for out-of-country travel. An agenda item must be posted to Boarddocs for Board of Trustees review. If assistance is needed, please contact the Executive Assistant to the Vice President over your area. Travel must be approved or ratified by the Board of Trustees before an advance payment or reimbursement of expenses can be made.
 - ☐ Verify ability to travel to destination state(s) with office of the Chancellor’s Office website.
 - ☐ Students & must contact personal health insurance companies to verify out of country medical eligibility.
 - ☐ All participating students and staff must sign and submit the *NVCCD-Waiver Student International Travel*.

List of Associating Documents:

- ☐ Student Travel Request/Authorization Form
- ☐ Travel Budget
- ☐ Student Travel Roster
- ☐ Student Travel Waiver – Domestic (Pre-approval required from President for Out of State Travel)
- ☐ Student Travel Waiver - International

- ☐ (Optional) Waiver for Use of Personal Transportation- Student Driver
- ☐ AP 4300 - Field Trips & Excursions
- ☐ AP 6390 - Travel

HOW DO WE INCORPORATE STAFF APPROVALS THOUGH BO TRAVEL?

There should be two requisitions (1 for staff member, 1 for “fiscal agent” acting on behalf of student.

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