

Piedmont Virginia Community

Section I.06.0 – Academic Affairs & Workforce Development

I – 06.0 PVCC Domestic & International Travel Policy

Policy #:	I-06.0
Effective:	February 26, 2024
Revised:	New
Responsible Dept:	Office of the Vice President of Academic Affairs & Workforce Development

1. Purpose

Recognizing that the successful student of today must possess a global awareness, Piedmont Virginia Community College provides in-state, out-of-state, and international experiences for its student body. These experiences may be in the form of tours, field trips, exchange programs for students, faculty, and staff, classes taught abroad, or providing international education through its faculty.

2. Policy Statement

The division dean and Vice President for Academic Affairs and Workforce Development must approve all in-state and out-of-state travel involving students. The President of the college must approve all international travel of any nature that is associated with Piedmont Virginia Community College. When involved in college-funded or college-sponsored international travel, faculty members, staff members, and students should always remember that they represent Piedmont Virginia Community College, the Commonwealth of Virginia, and the United States and that they are subject to the PVCC Code of Conduct.

The dates for Piedmont Virginia, Community College travel, should not conflict with other scheduled classes or required faculty workdays without the supervisor's permission. Faculty members are responsible for fulfilling their teaching or administrative duties to the college. Staff members are responsible for fulfilling their job responsibilities and communicating with their supervisor about leave time.

A Chrome River Pre-Approval Report must be completed and approved by the appropriate supervisor, as well as all special exception approvals before the trip. All State Travel Policy Guidelines must be followed, especially those related to air travel, lodging allowances, per diem allowances, and currency exchange.

3. Procedures for Implementation

Below are guidelines for approval, evaluation, institutional support, student conduct, health, safety, and legal.

Approval:

1. **Faculty or Staff traveling domestically, in-state, or out-of-state with students** must meet with their dean/supervisor prior to submitting their travel proposal to the Vice President for Academic Affairs and Workforce Development to ensure that all paperwork is in order. A minimum of three weeks prior to leaving the college, faculty or staff member(s) must submit the following to the dean/supervisor:
 - a. An itinerary, which includes the names and telephone numbers of all hotels or other locations where the group can be reached.
 - b. A completed Field Trip Request Form.
 - c. A complete list of travelers, including the faculty and staff member(s) with student ID numbers, home addresses, and telephone numbers.
 - d. A Student Travel Release Form signed by each traveler.
 - e. A Faculty Staff Travel Release form signed by the faculty or staff member.
 - f. For out-of-state travel, proof that each traveler has an insurance plan that will provide a minimum of \$5,000 medical expense coverage.
 - g. A completed Student Application to Participate in Travel form for each traveler, providing the names, addresses, and telephone numbers of two family members or friends who can be contacted in case of emergency.

2. **Faculty or Staff traveling internationally without students** must meet with their dean/supervisor prior to submitting their international travel proposal to the Vice President for Academic Affairs and Workforce Development and the President to ensure that all paperwork is in order. A minimum of three weeks prior to leaving the college, faculty or staff members must submit the following to the dean/supervisor:
 - a. An itinerary, which includes the names and telephone numbers of all hotels or other locations where the faculty/staff member can be contacted.
 - b. The Faculty/Staff Travel Release form signed by the faculty or staff member.

3. **Faculty traveling internationally with students** must also complete a preliminary travel proposal at least six months in advance, and the Group Travel Proposal form must be completed three months in advance to travel with students. A minimum of four weeks prior to leaving the college, faculty or staff members must submit the following to the dean/supervisor:
 - a. An itinerary, which includes the names and telephone numbers of all hotels or other locations where the faculty/staff member can be contacted.
 - b. The Faculty/Staff Travel Release form signed by the faculty or staff member.
 - c. The following information and materials must be collected and forwarded to the dean/supervisor:
 1. An itinerary, which includes the names and telephone numbers of all hotels or other locations where the group can be reached.
 2. A complete list of travelers, including the faculty and staff member(s), with student ID numbers, home addresses, and telephone numbers. Each traveler signs a Student Travel Release form.

3. Proof that each traveler has purchased an insurance plan that will provide a minimum of \$5,000 medical expense coverage.
 4. A photocopy of the passport (and visa if required) for each participant, including the faculty or staff member(s).
 5. A completed Student Application to Participate in Travel form for each traveler, providing the names, addresses, and telephone numbers of three family members or friends who can be contacted in case of emergency.
 6. If the student is under the age of 18, provide proof of parental consent.
 7. Trip budget per traveler and a total trip budget that has been reviewed and approved by the Vice President for Finance and Administrative Services.
4. **Faculty planning to teach a course outside the United States** must coordinate their proposal with their dean and notify Human Resources.
- a. A preliminary course proposal must be submitted at least six months prior to the date of departure.
 - b. The International Education Course Proposal form must be completed and submitted to the Division Dean at least six months prior to the date of departure.
 - c. The following information must be submitted to the dean before the faculty and students depart:
 1. A completed International Education Course Proposal.
 2. All students must complete and sign a Student Application to Participate in Travel form. For those under 18, documentation of parental consent is required. The following are also needed:
 - 2.1 An itinerary, which includes the names and telephone numbers of all hotels or other locations where the group can be contacted and the names and telephone numbers of group leaders.
 - 2.2 A separate list of each student's name, student ID number, home address, telephone number, and names, addresses, and telephone numbers of the parent(s) or guardian(s) or spouse or other person(s) who can be contacted in case of emergency.
 - 2.3 All traveling participants sign the Faculty Staff and Student Travel Release form.
 - 2.4 Proof that each student has an insurance plan that will provide a minimum of \$5,000 medical expense coverage.
 - 2.5 A photocopy of the passport (and visa if required) for each participant, including the faculty or staff member(s).
 - 2.6 A complete breakdown of all costs per student and a total trip budget.

Evaluation:

1. The dean/supervisor will evaluate the Group Travel Proposal.
2. If the Group Travel Proposal is recommended for approval, it will be submitted to the Vice-President of Academic Affairs and Workforce Development and the President for review and approval.

3. All courses taught abroad will cover the required learning outcomes for the class that is being taught.

Institutional Support:

1. Faculty and staff members must discuss financial arrangements with their respective dean/supervisor and the Vice-President of Finance and Administrative Services and receive Chrome River pre-approvals before making any travel arrangements. This discussion should include the source of funds (grant, state funds, local funds, foundation, other, etc.) and a review of State Travel Policy Guidelines, especially those related to air travel, lodging allowances, per diem allowances, and currency exchange.
2. When two or more employees travel internationally, additional approval is required as outlined in the State Travel Policy. Travelers should contact the Shared Services Center in advance of the trip to discuss required approvals and special international requirements to ensure the proper approvals are secured.
3. Any additional expenses incurred by the faculty or staff will not be reimbursed by the college or by student fees.
4. Upon return to the college, the faculty or staff member must complete a Chrome River Expense Report for reimbursement within 30 days if applicable.
5. Any travel made not following the State Travel Policy Guidelines will not be reimbursed as it is the traveler's responsibility to discuss and seek approval for these arrangements before traveling.
6. All monies collected must be deposited with the Business Office, and the same office will pay all expenditures from these monies.
7. The faculty or staff member cannot have student participant costs or fees cover their travel expenses.

Student Conduct:

1. Students traveling shall maintain standards of conduct appropriate to membership in the college community. The conduct process while traveling will be the same as on campus. All students are subject to the PVCC Student Code of Conduct. Such responsibilities include the following:
 - a. Each student has the responsibility to demonstrate respect for themselves as well as faculty, staff, and other students.
 - b. Each student has the responsibility to know, understand, and abide by the regulations and policies of the college.
 - c. Students should always remember that they represent Piedmont Virginia Community College, the Commonwealth of Virginia, and the United States. Violations of the PVCC Student Code of Conduct are subject to disciplinary action. The conduct policy can be found here: <https://catalog.pvcc.edu/content.php?catoid=6&navoid=827>)
2. Regardless of the age of the students traveling, the faculty or staff sponsor is responsible for the safety and welfare of each of the members and should always know the status and whereabouts of each student participant.

Health and Safety:

1. The faculty/staff member will monitor Travel Warnings by the United States Department of State.

2. Travel will be canceled if there are travel warnings issued to countries that the faculty, staff, or students will be visiting.
3. The faculty/staff member will ensure there is written proof that each student has an insurance plan that will provide a minimum of \$5,000 in medical expense coverage.
4. The faculty/staff member will provide information about the health and safety risks associated with international travel and travel to the specific country to which participants will travel.
5. Students should consult with the Centers for Disease Control (CDC) for health information, including recommended vaccinations about the international destination.

Legal:

1. VCCS legal counsel will review the policy for International Travel.
2. This policy follows the Virginia Public Higher Education Guidelines for Study Abroad, Virginia Code §23.1-903.1

Forms

1. [Faculty Staff Travel Release Form](#)
2. [Student Travel Release Form](#)
3. [Field Trip Request Form](#)
4. [Group Travel Proposal Form](#)
5. [International Travel Course Proposal](#)
6. [Student Application to Participate in Travel](#)