

Student Travel Process Flowchart

Travel Approval:

- The responsible party* obtains approval for the trip through the appropriate academic, athletic, co-curricular, Continuing Education (CE) and Workforce Development, extracurricular, or student organization travel process.
- Once the trip is approved, the responsible party informs all participants they must complete mandatory Student Travel Training if they have not already done so during the current academic calendar year (i.e., beginning of Fall semester through end of Summer III term).
- The responsible party must complete the **Trip and Participants' Information Form** for each trip if: 1. the group is traveling in a Collin College-owned or -leased vehicle; 2. the trip requires an overnight stay; and/or 3. the trip is required by a Collin College registered student organization, in accordance with [Section 51.950](#) of the [Texas Education Code](#).

Student:

- Every student participating in a Collin College-sponsored trip must complete mandatory Student Travel Training **only one (1) time** during the current academic calendar year (i.e., beginning of Fall semester through end of Summer III term). To complete this training, go to www.collin.edu/studentresources/deanofstudents/studenttravel.html and follow the instructions.
- Upon completion of mandatory Student Travel Training, every student must submit the appropriate **Student Travel Training Liability Waiver and Acknowledgment Form** **only one (1) time** during the current academic calendar year (i.e., beginning of Fall semester through end of Summer III term). This form is submitted to the Dean of Students Office.
- Every student must complete an **Emergency Contact Information Form** if: 1. the group is traveling in a Collin College-owned or -leased vehicle; 2. the trip requires an overnight stay; and/or 3. the trip is required by a Collin College registered student organization, in accordance with [Section 51.950](#) of the [Texas Education Code](#). This form is submitted to the responsible party.
- If Collin College is paying for a portion or all of the trip, every student must complete a **Travel Commitment and Reimbursement Agreement Form**. This form is submitted to the responsible party.

Responsible Party:

- Every responsible party participating in a Collin College-sponsored trip must complete mandatory Student Travel Training **only one (1) time** during the current academic calendar year (i.e., beginning of Fall semester through end of Summer III term). To complete this training, go to www.collin.edu/studentresources/deanofstudents/studenttravel.html and follow the instructions.
- Upon completion of mandatory Student Travel Training, every responsible party must submit the appropriate **Student Travel Training Liability Waiver and Acknowledgment Form** **only one (1) time** during the current academic calendar year (i.e., beginning of Fall semester through end of Summer III term). This form is submitted to the Dean of Students Office.
- If applicable, the responsible party makes one (1) copy of the completed **Trip and Participants' Information Form**. The responsible party retains the copy of the **Trip and Participants' Information Form**, and keeps it on-hand throughout the trip.
- If applicable, the responsible party makes one (1) copy of each student's completed **Emergency Contact Information Form**. The responsible party retains the copies of each student's **Emergency Contact Information Form**, and keeps these copies on-hand throughout the trip.
- If applicable, prior to departure, the responsible party submits to the appropriate custodian of records** the **originals** of: 1. the **Trip and Participants' Information Form**, 2. each student's **Emergency Contact Information Form**, and 3. each student's **Travel Commitment and Reimbursement Agreement Form**.

Custodian of Records:

- If applicable, the custodian of records** retains the **originals** of the **Trip and Participants' Information Form**, each student's **Emergency Contact Information Form**, and each student's **Travel Commitment and Reimbursement Agreement Form** for three (3) years from the end of the current academic calendar year in which the trip occurs, in accordance with Collin College's records retention procedures.

Dean of Students Office:

- A Dean of Students Office staff member enters the information from each participant's **Student Travel Training Liability Waiver and Acknowledgment Form** in the Liability Waiver/Acknowledgment Form Completers APEX database.
- Once a week, on Friday afternoons, a Dean of Students Office staff member uploads the PDF listing of all participants who have completed the **Student Travel Training Liability Waiver and Acknowledgment Form** to the Student Travel folder on OneDrive.
- The Dean of Students Office retains the completed **Student Travel Training Liability Waiver and Acknowledgment Forms** for three (3) years from the end of the current academic calendar year, in accordance with Collin College's records retention procedures.

*Every athletic coach, co-curricular advisor, extracurricular advisor, faculty member, instructor, staff member, student organization advisor, travel advisor, or travel advisor of record overseeing approved student travel will be identified as the "responsible party." The responsible party will be required to monitor and ensure compliance with the student travel procedures and Collin College policies.

**The appropriate academic/workforce dean, associate academic/workforce dean, program director, or designee is the custodian of records for all academic/workforce travel. The appropriate Continuing Education (CE) and Workforce Development program director or designee is the custodian of records for all CE and Workforce Development travel. The director of athletics or designee is the custodian of records for all athletic travel. The appropriate dean of student and enrollment services or designee is the custodian of records for all co-curricular, extracurricular, and student organization travel.