

Procedure:	International or Domestic Travel Program	Procedure No.:	AA4011.2
Authority:	College President	Associated Policy Reference No.:	AA4011
Procedure Owner:	VP Academic Affairs	Responsible Party:	<i>Department Deans</i>
Approved:	05/16/2023		
Revised:	(DATE)		

Purpose

In compliance with the faculty-led student travel policy, the following document outlines procedures for both credit and non-credit international and domestic travel. Faculty and staff who are organizing, supporting, leading, or financing such travel with and/or by students must follow the procedures below.

The Vice President of Academic Affairs and Department Dean, upon consultation with the sponsoring office/department, reserve the right to cancel any travel or activity or to require the substitution of any activity that is deemed unsafe or inadvisable due to extraordinary circumstances. Reasonable safety standards must be met at all times.

Related Policies (by number)

AA4011 Travel Policy

To whom it applies (title or department)

Faculty-led student travel: Any student travel that takes place off campus that is organized, supported, led, or financed by a faculty member, staff member, office, department, or division of the college.

Non-credit travel: any student travel not part of a course that is organized, supported, led, or financed by a faculty member, staff member, office, department, or division of the college.

General Guidelines

Both credit and non-credit international and domestic travel must be approved by the Appropriate Dean and the Vice President of Academic Affairs. When a new international or domestic travel program is proposed, this must be followed.

All faculty planning trips must file the appropriate paperwork through the Travel Approval Form (TRA) and Smart Traveler Enrollment Plan (STEP) and in accordance with the timeline for review and approval. The trip must be approved by the Appropriate Dean and Vice President of Academic Affairs prior to being put on the schedule. International and domestic travel requests need to include and implement an

Emergency Preparedness plan as described in the travel emergency procedures and approved by SUNY.

Definitions

Appendix

Ex. Written communication, location,

Forms for further clarification of the procedure

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Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Created</i>	05/45/23	PK	<i>VP Academic Affairs</i>