

Procedure:	Travel Registry	Procedure No.:	AA4011.4
Authority:	College President	Associated Policy Reference No.:	AA4011
Procedure Owner:	VP of Academic Affairs	Responsible Party:	<i>Department Deans</i>
Approved:	05/16/2023		
Revised:	(DATE)		

Purpose

All faculty-led student travel must be entered into a Student Travel Registry by the sponsoring faculty, staff, office, or department every time that the travel occurs. The registry is to be completed every semester, regardless of whether the travel is recurring or has occurred previously.

This registry allows our college to readily reference who is traveling on a given day, where they are going, and what the particular contact protocols and emergency details are for each individual trip.

Statement of the Procedure

All college-sponsored student travel information must be entered into the Student Travel Registry by the sponsoring faculty, staff, office, or department.

<https://sunnybroome.wufoo.com/forms/travel-registry-suny-broome>

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

The registry shall include:

1. **Itinerary:** including all dates, travel locations, and the names, addresses, and contact information for all accommodations (if applicable).
2. **Roster of participants:** including the name, contact information and emergency contact information of all student participants and travel leader(s).
3. **Emergency plan including:**
 - i. Accommodation information (if applicable)
 - ii. Flight/transportation information (if applicable)
 - iii. Travel leader(s) and/or office contact information
 - iv. Nearest hospital/emergency medical facility address and contact information for each travel location
 - v. Alternate meeting place and instructions in case of emergency
4. **Confirmation of Inclusion in the STEP system:** [Smart Traveler Enrollment Program](#) - (The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate.)
5. A copy of the original, signed and approved, [Request to Conduct a Faculty-Led Travel Program](#)

Definitions

Appendix

Ex. Written communication, location,

Forms for further clarification of procedure

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Created</i>	05/5/2023	PK	<i>VP Academic Affairs</i>