Clubs and organizations may choose to travel to conventions, meetings, educational trips, social activities, etc., but this travel must be approved prior to the trip or the advisor can be held liable for any and all charges. This checklist is to guide advisors and student members through this paperwork. Please complete all paperwork in pen.

_____ 1. Club/Organization meets and approves trip.

_____ 2. Club/Organization picks up travel forms from the Student Life Office.

_____ 3. The Advisor completes the Participation Form and Institutional Travel Form.

_____ 4. In-State Travel (includes Metro St. Louis Area) – All forms except the Trip/Tour Conduct Forms must be submitted to Student Life at least **TWO WEEKS** prior to the trip/tour.

   Date Submitted to Student Life: ____________________

_____ 5. Out-of-State Travel – The trip/tour approval form is to be submitted to Student Life. Once approved, the institutional travel form will be submitted to be considered at an LLCC Board of Trustees meeting. **Paperwork must be submitted at least EIGHT WEEKS prior to the trip/tour to ensure that the travel request can be added to the Board agenda for approval. Non-refundable expenses may not be incurred prior to Board approval.**

   Date Submitted to Student Life: ____________________

_____ 6. Advisor submits a completed and signed Trip/Tour Conduct Form for each participant **48 hours prior to departure.** Copies must be left in the Student Life Office and the advisors should take the originals with them on the trip.

   Date Submitted to Student Life: ____________________

_____ 7. Advisor submits copies of drivers’ licenses to Matt Hobrock in the Finance Department for any and all possible drivers.

_____ 8. Advisor submits all original **itemized** receipts to Student Life Office for payment/reimbursement. A maximum of 15% gratuity is allowed per the employee travel guidelines.

_____ 9. If college van is used – clean out at end of trip. If trash/discarded items are left in the van or any other cleanup is required by property control staff, a **$25.00 fee** will be assessed and charged to your club. If a professional cleaning is deemed necessary, a **$150.00 fee** will be assessed and charged to your club.

Last updated: August 2015
### Lincoln Land Community College
#### Trip/Tour Participation List

<table>
<thead>
<tr>
<th>Organization/Club:</th>
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<tbody>
<tr>
<td>Dates of Trip:</td>
<td>_____________________________</td>
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<tr>
<td>Destination:</td>
<td>____________________________________</td>
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**Official Advisor(s):**  
Name/Cell Phone

**Please note that faculty/staff members other than official club advisor must be approved by the Vice President of Student Services.**

<table>
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<tr>
<th>Club Members:</th>
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**No children under the age of 18 are permitted to travel on student trips unless they are a current LLCC student.**
Per board policy 5.34: Only members of the student group and official group advisors may travel in the college vehicle/college-hired vehicle. Spouses/partners of official group advisors and dependent children of official group advisors may travel in the college vehicle or college-hired vehicle with advance written approval from Lesley Frederick. Any additional costs created by the travel of these family members shall be paid by the individuals. If any other personnel are required (e.g., statisticians, additional chaperones), these persons must be approved in advance by Lesley Frederick.

**Only those individuals with a legitimate function related to the activity shall be authorized for travel.**

### Other Attendees:

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<tr>
<th>Name/Cell Phone</th>
<th>Reason for Attendance</th>
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Vice President of Student Services ____________________________ Date __________

* Vehilces must be booked by the Student Life Office; **no deposits can be placed for transportation.**

** In-State Travel Forms should be submitted at least two (2) weeks prior to planned departure date.

***Out-of-State Travel requires Board of Trustees approval and should be submitted at least 8 weeks in advance.

Office use only: Vehicle(s) requested: ______ Vehicle(s) confirmed: _________ Hotel booked: __________

Club notified of approval: __________
Lincoln Land Community College  
Trip/Tour Indemnification and Conduct Statement

1. Student conduct at the College or at any district sponsored activities is governed by federal, state and local statutes, as well as Board policy and rule.

2. The possession or use of illegal substances at the College or at any scheduled College or District sponsored activity is prohibited.

3. The possession or use of alcoholic beverages at the College or at any scheduled College or District sponsored activity is prohibited.

4. All trip/tour participants shall participate in all scheduled trip/tour activities.

5. Failure to participate in trip/tour activities or to follow Board policy, rule, federal, state or local statutes may result in immediate disciplinary action by the trip/tour advisor. The College or Board of Trustees may take additional disciplinary action.

6. The following lines are provided for the Trip/Tour Advisor to list any additional statements regarding a participant’s conduct:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please provide information regarding any medical condition(s) and/or medication(s) you are taking:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The undersigned, an adult person, does hereby indemnify and hold harmless the Lincoln Land Community College Board of Trustees, its members, officers, agents and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability (monetary or otherwise), including, but limited to attorney fees, court costs and interest that shall arise out of or by reason of any action taken by the District, the Board of Trustees, the Director of Student Life, the trip/tour advisor, and any other district employee for the purposes of guiding this trip/tour.

My signature indicates that I have READ and UNDERSTAND all trip/tour conduct statements listed above.

Printed Name ___________________________    Signature ___________________________    Date ___________________________
Parent/Guardian Name if Under 18 ___________________________    Parent/Guardian Signature ___________________________    Date ___________________________
Student ID# ___________________________    Emergency Contact ___________________________    Phone ___________________________

Advisor: Please submit copies 48 hours before your trip and take originals with you. Copies may be made in the Student Life Office.