



UNIVERSITY OF
South Carolina
LANCASTER

USCL Student Travel Protocols

Revised in consultation with the USCL Student Affairs Committee (05/2023)

These protocols are meant to be concise guidelines. Faculty and staff supervising trips are encouraged to develop more detailed protocols so long as they conform to the points on this document.

1. Trip Approval

- a.** All USCL Travel Study proposals must be vetted by the Student Affairs Committee. If recommended by the Committee, and approved by the Associate and Campus Deans, the trip can be considered to have received official approval and travel study program leaders can begin the process in step 2.
- b.** Requests for all non-academic credit bearing USCL travel proposals involving USCL students must be submitted to the Associate Dean or their designee. The request should include the destination, travel dates, estimated number of travelers, and preliminary budget. This request must be made *before* the Travel Authorization Form is submitted.
 - i.** The Associate Dean or their designee will notify the program leaders' supervisors about the travel requests, securing their approvals.
 - ii.** After consulting with the Campus Dean, the Associate Dean or their designee will inform the program leaders about whether the trip is approved.

2. Prior to the Trip

- a.** Program leaders will consult with the USCL business office concerning the estimated costs of the trip.
- b.** Students must sign a liability waiver document and a code of conduct pledge. The conduct pledge should incorporate the student behavior protocols.
- c.** Any non-student travelers not employed by USCL must submit a volunteer form to the Human Resources Department.

- d. A list of travelers' names, their signed forms, itineraries, lodging, and travel plans should be on file in the Office of Academic Affairs at least three weeks prior to departure for international trips and at least one week prior to departure for domestic trips.
- e. All travelers, including students, must complete the Travel Authorization form before traveling.

3. Student Behavior Protocols for Unscheduled Outings

- a. Whenever possible, students who opt to go on unscheduled outings should be accompanied by faculty and staff members.
- b. Students should not travel alone on unscheduled outings. It is desirable that the groups on such outings be at least 3.
- c. Students who undertake unscheduled outings should inform the program leaders about their destination and estimated times of arrival and departure. Students should inform program leaders about changes to outing plans as these occur.
- d. Program leaders must verify student departures and returns on unscheduled outings and must assist students who have difficulty securing return transportation.
- e. No student under the age of 18 should ever be left out of the supervision of faculty/staff.
- f. Program leaders should clearly communicate these guidelines to students before and during the trip.

4. After the Trip

- a. Program leaders must inform the Academic Affairs Office when travelers have returned.
- b. Travelers should submit any travel receipts within two weeks of the return.