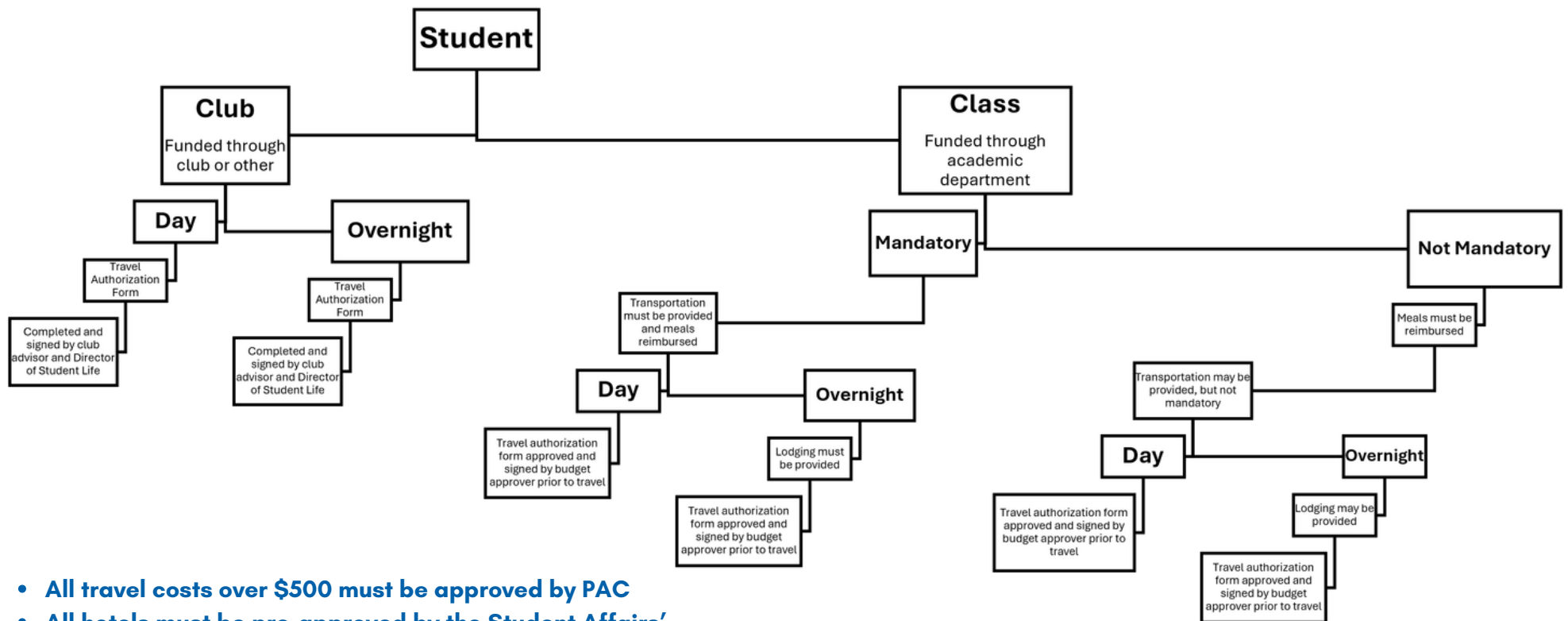


STUDENT OFF-CAMPUS TRAVEL

Includes field trips whether meeting on-campus or convening off-campus

Each student **MUST** submit a completed Student Conduct Waiver to the Dean of Students **PRIOR** to travel



- All travel costs over \$500 must be approved by PAC
- All hotels must be pre-approved by the Student Affairs' office to insure Clery compliance.

STUDENT OFF-CAMPUS TRAVEL

Frequently Asked Questions

WHEN DO I HAVE TO SUBMIT A STUDENT CONDUCT WAIVER?

A Student Conduct Waiver must be submitted by each student to the Dean of Student Affairs PRIOR to ANY travel off-campus.

IF A STUDENT IS UNDER 18, ARE THERE ADDITIONAL STEPS I NEED TO FOLLOW?

In addition to the Student Conduct Waiver, a parent must sign the Minor Travel Waiver.

DOES CEI REIMBURSE STUDENTS FOR GAS AND/OR MILEAGE?

No. Students will NOT be reimbursed for gas or mileage.

CAN STUDENTS RIDE IN CEI EMPLOYEE'S PERSONAL VEHICLE?

No. Under no circumstances is a student permitted to ride in an employee's personal vehicle.

CAN CEI EMPLOYEES RIDE IN A STUDENT'S PERSONAL VEHICLE?

No. Under no circumstances is a CEI Employee permitted to ride in a student's personal vehicle.

CAN WE USE AIRBNB OR A SIMILAR SERVICE INSTEAD OF A HOTEL?

No. Lodging options such as Airbnb, VRBO, hostels, etc., are not allowed.

AT WHAT RATE ARE STUDENTS REIMBURSED FOR MEALS?

Students are reimbursed for meals by cost incurred up to allowable per diem rate.

CAN MALES AND FEMALES SHARE A ROOM?

No. Students may only share a room with someone of the same gender as assigned at birth.

WHEN IS PROVIDED TRANSPORTATION REQUIRED?

Transportation must be provided when the student travel is mandatory.

CAN EMPLOYEES AND STUDENTS SHARE THE SAME ROOM IF THEY ARE THE SAME GENDER?

No. Under no circumstances can employees and students share the same room.

CAN STUDENTS SHARE A BED?

No. Students must have their own bed.