

CUNY DOMESTIC TRIP AND TRAVEL APPROVAL PROCESS

PROVOST OFFICE

Prior written approval for all domestic student trips and travel must be obtained from either the Chief Student Affairs Officer (CSAO) for student organization travel or from the Chief Academic Officer (CAO) for academic-related (class-related) travel prior to the commitment of any University resources. Trip sponsors and faculty leaders are expected to seek guidance and input from campus-based safety and risk management offices when envisioning and planning the logistics of a trip or travel program.

Trips Requiring Approval by CSAO or CAO

The following approval process are for currently enrolled undergraduate or graduate students participating in sponsored domestic trips, as defined below:

“Domestic travel” is classified as any activity or event leaving CUNY property but within the 50 states of the United States including trips to museums, field trips, athletic events, leadership retreats and conferences.

A **“sponsored trip”** is any event or activity that takes place off campus with the purpose of extending and supplementing learning opportunities in a way not possible within the usual College setting that is organized, supported, or financed by an office, department, division, or a student organization of the college and that is funded by student activity fees or monies that are in the control of the College, the University, or a University/College-related entity, such as auxiliary enterprise corporations, a college association, or a student services corporation.

Examples of activities and events that fall under these guidelines include Division of Student Affairs-sponsored field trips, club sports trips, the activities of recognized student organizations, college association-funded travel, course-related field trips, and situations in which a student or recognized student organization officially represents the University (e.g., conferences).

Trips Not Requiring Approval by CSAO or CAO

Approval is not required if the trip is undertaken by students who travel as individuals (by themselves or with other members of the CUNY community) to attend out-of-town athletic/recreational events as a non-participant (except when traveling on behalf of or with the financial support of a recognized student organization), or as individuals who travel out of town to engage in student teaching, internships, practicums, observations, or research.

Approval is also not required for day-trips (trips without an overnight stay) within the five boroughs of New York City (Bronx, Brooklyn, Manhattan, Staten Island and Queens) that require only the use of public transportation for travel and do not involve high-risk activities.

Steps for Obtaining Approval

- Read entire CUNY Student Domestic Trip and Travel Guidelines which can be accessed on the CUNY website at
: <http://www.cuny.edu/about/administration/offices/ehsrm/policies/travels/domestic-travel-guide.pdf>
- Faculty member/Trip Sponsor must submit a completed *Off-Campus Student Travel Approval Form* to Department Chair. Department Chair must review application and approve trip by providing signature on attached “Acknowledgement Form” before the application is submitted to Dean’s office six (6) weeks prior to proposed trip.
- Dean’s office must review application and approve trip by providing signature on attached “Acknowledgement Form” before the application is submitted to Provost Office no later than one (1) month before the scheduled trip.
- Once trip is approved by the Chief Academic Officer, faculty member/trip sponsor must make sure that all guidelines are adhered to, most importantly:
 - Collect a signed and notarized (see section 4.b of guidelines if notarization is necessary) “*Off-Campus Activity Participation, Waiver, and Emergency Form*” from each student no later than two weeks before the trip, activity, or event.
 - Signed copies of the “*Off-Campus Student Travel Approval Form*” and the “*Off-Campus Activity Participation, Waiver, and Emergency Form*” shall be kept on file by the sponsoring department or organization for six years after the event.
 - Trip sponsor must provide both their respective departments and campus Office of Public Safety a list with the names of all travelers, emergency contact information, contact numbers, and dates of travel prior to departure.

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ACKNOWLEDGEMENT FORM

I, _____, have reviewed and acknowledge that the trip being
(Chair's Name)

Proposed by _____ adheres to the CUNY Student Domestic
(Faculty/Trip Sponsor Name)

Trip and Travel Guidelines, which can be accessed on the CUNY
website <http://www.cuny.edu/about/administration/offices/ehsrp/policies/travels/domestic-travel-guide.pdf>

Department Chairperson signature and Date

I, _____, have reviewed and acknowledge that the trip being
(Dean's Name)

Proposed by _____ adheres to the CUNY Student Domestic
(Faculty/Trip Sponsor Name)

Trip and Travel Guidelines, which can be accessed on the CUNY
website <http://www.cuny.edu/about/administration/offices/ehsrp/policies/travels/domestic-travel-guide.pdf>

Dean signature and Date

Please submit Acknowledgement form with the application to Ms. Rhena at the Office of the Provost, E1701.