



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Advisor Travel Guidelines Faculty and Staff Chaperoning Student Travel

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1. In the event of a possible emergency, call **9-1-1**. Do not make assumptions or take matters into your own hands.
2. Advisors must travel with students to and from activities (out of San Diego County).
3. Students are not to be transported in employees' personal cars.
4. Overnight stays for students and advisors are limited to the hotel and not personal residences.
5. Students are not permitted to stay in the same hotel room as advisors.
6. Hotel rooms must be limited to authorized students from the district. Individuals who are not district students are not permitted to stay overnight in the same hotel rooms as district students.
7. Consumption of alcohol or illegal drugs is not permitted.
8. Student Code of Conduct applies at all times (Reference: BP 3100, Student Rights, Responsibilities and Administrative Process).
  - In the event of a serious violation of the Student Code of Conduct, advisors should:
    - Document the incident
    - Send the student home
    - Report the matter to the dean responsible for the travel
9. Advisors should maintain emergency information for all students and relevant campus departments, at all times, including:
  - Medication (if any)
  - Phone Numbers
  - Medical Conditions
  - Medical Insurance (if any)
  - Emergency Contact Information
  - Dean's Emergency Contact Number (to be obtained by advisor before travel)
10. Minors who travel must have a FERPA release from a parent or guardian (Reference: Minor [Under 18] Student Travel Permission/Release/Waiver Form 3125.2).
11. All expenditures submitted for reimbursement must be applied for and approved in advance with the exception of unforeseen expenditures and emergencies.
12. Students are not permitted to participate in activities or sightseeing that are unauthorized.
13. Students must participate in all required events and activities.