

SUBJECT: Student Travel

Travel expenses paid from College funds for travel by students will be authorized, depending on the nature and purpose of the travel as determined below. Student travel expense will be subject to budget approval and availability of funds, and must be included in the College annual budget under the appropriate departmental category. Any travel expense authorized by this policy must be supported by and accounted for by appropriate receipts.

All students traveling on behalf of a Midland College club or organization must sign the Travel Release Form prior to the departure date. All forms are available in the Student Life Office.

I. Definitions

For purposes of this policy, the following definitions apply:

- A. Curricular - activities directly related to an academic class of instruction.
  - B. Co-curricular - activities that directly support a specific program of instruction.
  - C. Extra-curricular - activities not related to a specific program of instruction.
- II. Curricular travel required of students for course completion - transportation by College owned vehicles is authorized, no other expense will be paid.
- III. Co-curricular travel which does not involve intercollegiate competition – (mileage) transportation expense only is authorized.
- IV. Co-curricular travel for intercollegiate competition - entry fees, transportation expense, and lodging expenses are authorized.
- V. Extra-curricular travel - depending on the purpose of the travel, expenses are authorized as follows:
- A. Travel at the request of the College - conference or registration fees, transportation, reasonable lodging and meal expenses are authorized. Student meal expenses will not exceed 75% of the per diem allowance authorized by the general travel policy for each individual. Per diem will not include meals covered in conference expenses.

- B. All other student travel - expenses for travel will be requested through the Student Activities Office or the appropriate department and will be authorized depending on the availability of funds allocated to the Student Life Office in the annual budget. The Student Activities Office will be responsible for establishing rules and regulations governing the allocation of travel funds for this purpose.
  
- VI. Other student travel - the President of the College may determine the expenses authorized for student travel which does not relate to the above categories or for which special circumstances apply.
  
- VII. Student Travel

All policies listed in General Travel (Policy No. 05:06:01) Section V are applicable.