

Student-Led Travel Policy

Last revised February 2020

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I- Proposal and Funding Overview

Students who wish to travel on official AUP business should submit a trip proposal the semester prior to the trip. Groups of three or more students must first secure an accompanying faculty or staff member to join them on the trip.

The Student Government Association (SGA) funds two types of student travel: club-organized trips and independent projects:

A) Club-organized trips: Members of a student-led AUP club active on AUP Engage may submit a proposal to travel as a group to a conference, tournament or other event that promotes the mission of the club while providing an opportunity for the members to give back to the wider AUP community. Funds are awarded from the SGA “Clubs Budget” on a first-come, first-served basis

B) Independent projects involving travel: AUP students may request funding from the SGA to attend an academic conference, a professional development opportunity or other extracurricular or volunteer activities.

Whether for club-organized trips or independent projects, the SGA funds up to half of transportation and accommodation costs for participating students as well as the full cost of accommodations, transportation and other expenses for the accompanying faculty or staff advisor. Details about funding limitations can be found in the Financial Code section of the Student Government Constitution.

The Student Leadership Office, Cultural Program, SGA and faculty and staff advisors collaborate to review trip proposals and funding requests as outlined in the timeline below. Any questions or concerns about this process should be addressed to the Dean of Student Development.

II- Timeline

Deadlines to submit trip proposal:

-November 15 for spring trips

-April 15 for summer and fall trips

Five-step Process:

1. Prepare trip proposal

Get approval from a faculty/staff advisor (if applicable)

- a. During this initial phase, work with other student organizers to set goals, define the project and gather a list of participants.
- b. Secure faculty/staff advisor if the group traveling includes three or more students.
- c. If attending an academic conference, please ensure that you have been accepted to participate before submitting a proposal. Note that information about conferences is often posted one year in advance.

2. Submit a project proposal

Get approval from the Student Leadership Office

- a. Submit trip proposal by the deadlines mentioned above. Ensure accompanying faculty/staff advisor has reviewed the proposal before submitting.
- b. Follow instructions of the Student Leadership Coordinator once the proposal is submitted and reviewed; make any adjustments to the proposal as necessary.

3. Review itinerary & budget

Get approval from the Cultural Programs Office

- a. Once the Student Leadership Coordinator has approved the proposal, it will be forwarded to the Cultural Program Coordinator.
- b. Meet with the Cultural Program Coordinator to review and set a tentative budget; students are required to book travel and accommodations through the Cultural Program office.

4. Secure SGA funding

Get approval from Student Senate or the Student Travel Projects Committee

- a. The Independent Student Travel Projects Committee will review independent project proposals and awards and announce awards within two weeks after meeting.
- b. For groups of students traveling as a club activity, the club must submit a budget request to SGA through the clubs finance tool on Engage; clubs meet with ACC & present to Student Senate to have their budget approved.

5. Finalize travel and accommodation plans

Get approval from the Dean of Student Development

- a. Confirm itinerary and list of participants with The Student Leadership Coordinator.
- b. The Cultural Programs Office will book flights and accommodation.
- c. Since SGA funds half of travel and accommodation costs, personal contributions for the remaining half must be given to the SGA treasurer prior to departure.
- d. A full detail packet will be required two weeks before the trip. The trip organizer must coordinate with the Student Leadership Office and the Cultural Programs

Office to provide details, such as the phone numbers of each participant, in a timely manner.

III- About the ACC and the Independent Student Travel Projects Committee

A) The Activities & Clubs Committee (ACC)

To obtain funding for club travel, a student-led AUP club active on AUP Engage may submit a budget request through the club finance tool on AUP Engage. At least one of the trip organizers must then meet with ACC, who will review the budget and help shape it until it is ready to be presented for a vote at student senate. The ACC will check that the budget has been reviewed by the cultural programs office and that it's in line with the SGA Financial Code (available in the SGA constitution). Funds are then awarded by the student senate from the SGA "Clubs Budget" on a first-come, first-served basis.

B) The Independent Student Travel Projects Committee

The committee includes members of the Student Government, Professors, and Student Development Staff.

The mission of the committee is to distribute funds for independent student travel in a fair manner, based on merit. If there is competition for these funds, the following factors will be considered to differentiate among candidates:

- The quality of the academic paper (if applicable) and/or reputation of the conference
- The students' track record at AUP (including conduct issues)
- Cost of the trip per person, in order to allow as many students as possible to participate
- For volunteer activities, undergraduate students will be given priority. Graduate students wishing to apply for this type of funding are encouraged to apply to the Slosberg Travel Grant.

IV- Code of Conduct

All participants must submit a code of conduct form to the Student Leadership Office prior to departure. The form includes the following agreement to:

1. Respect cultural differences. This includes observing the proper etiquette in business/social settings, e.g. being dressed in line with social habits of the host country, respecting religious sites, being punctual for appointments, not speaking out of turn, etc.

2. Show respect for every member of the AUP and local community by refraining from all forms of intimidation, sexual and physical harassment, and acts of prejudice that infringe on the rights of others.
3. Refrain from behaving in ways that knowingly support, assist, or in any way attempt to enable another person to engage in any violation of the Code of Conduct. This includes the obligation to report any observed violations of this Travel Code of Conduct or **the Student Rights and Responsibility Compact**, and other University policies.
4. Refrain from irresponsible behavior, including the inappropriate or excessive consumption of alcohol.
5. Refrain from leaving the host city for any personal excursions or trips unless authorized by the accompanying trip leader.
6. Be prepared to travel as a group and willing to contribute positively to the program's objectives and goals. This includes staying in group housing and sharing rooms. Individual rooms will not be available.
7. Check in on time and in person, or as otherwise required, with the designated AUP official on a daily basis.
8. Attend all mandatory events and activities during the trip.
9. Be on time to all scheduled events.
10. Travel on the group flights purchased by AUP both to and from the destination, unless explicitly authorized to do otherwise.
11. Ensure that your travel documents (passport, visas, etc.) are valid and up-to-date. You might need to apply and pay for the necessary visa for some destinations.
12. Refrain from causing physical injury to myself and others. I acknowledge that I may be held legally and/or financially responsible for any and all injuries or damage that I cause to other persons.
13. Refrain from causing damage to real or personal property of others. I acknowledge that I may be held financially and legally responsible for any and all damage that I cause to the property of others.
14. Preserve the quality of facilities that I may visit or reside in during my travels.
15. Refrain from operating motorized vehicles (e.g., cars, motorcycles, scooters, etc.).
16. Refrain from participating in risky athletic/recreational activities (e.g., scuba diving, parachuting, parasailing, etc.).