

FIELD TRIPS AND TRAVEL

CLUB CHAPERONE RESPONSIBILITIES

- ✓ If the Club Advisor is unable to attend, he/she must arrange for a substitute chaperone.
- ✓ A chaperone must be a FULL TIME or PART TIME staff or faculty member (non-student) of JJC who can, in the opinion of the advisor, appropriately handle any situation or emergency that may arise during the trip.
- ✓ Chaperone must have been an employee for JJC for a reasonable length of time and at least 22 years old (not a student/member of club).
- ✓ A chaperone is required to accompany participants to and be in attendance at the same location on any off-campus trip.
- ✓ OSA reserves the right to deny a field trip if no chaperone is available.
- ✓ All payment advance checks will be made payable to the chaperone not a student.
- ✓ Responsible for allocating meal money and keeping all applicable receipts.

ACCEPTABLE TRAVEL EXPENSES

It is extremely important to adhere to the procedures for traveling with clubs. The liability risk increases if you do not complete the paperwork including the Travel Request Form and the Field/Trip Waiver Release Form. When all travel forms are properly completed it helps minimize the risk associated with travel. All clubs must complete these forms. Forms not completed in the allotted time will not be considered a club trip and no funds will be made available.

- ✓ Club trips may be paid from allocated or earned accounts.
- ✓ Club members should vote on and record the decision to disburse funds for trips and travel.
- ✓ **A TRAVEL REQUEST FORM MUST BE COMPLETED PRIOR TO THE TRIP** (Minimum of 14 days).

Please note that this form is in duplicate format available in the Business Office and OSA.

- ✓ Advisors are responsible for making club travel arrangements.
- ✓ Per Diem is \$28(advisors) and \$28(student) per day for meals. Breakdown is as follows:

Advisors	Students
\$6 Breakfast	\$6 Breakfast
\$8 Lunch	\$8 Lunch
\$14 Dinner	\$14 Dinner
\$4 Overnight	

- ✓ Please refer to the attached copy of the Joliet Junior College Student Travel Procedure.

UNACCEPTABLE TRAVEL EXPENSES

The following items are not acceptable and this information should be relayed to students and money will be collected from them should these expenses are incurred:

- ✓ Long distance phone calls
- ✓ Movie Rentals
- ✓ Room Service Fees
- ✓ Any additional expenses not covered by JJC
- ✓ NO ALCOHOLIC BEVERAGES OR BARTENDERS FEES

***ALCOHOL IS NOT TO BE A PART OF ANY JJC EVENT (ON OR OFF CAMPUS)!!!
VIOLATORS WILL BE PROCESSED THROUGH THE JJC'S STUDENT CODE OF
CONDUCT.***

PRIOR TO TRAVEL

- ✓ Travel Request Form (see page 38 for sample) should be submitted to OSA and date stamped by the 15th of the month prior to trip if under \$100 and the 15th of the two months prior to event if over \$101 for approval. If not submitted and date stamped **trip will not be approved**. **PLEASE LIST THE ENTIRE TRIP COSTS ON ONE FORM.**
- ✓ A Field Trip/Waiver Release Form (see page 39 for copy) must be filled out by the advisor and signed by each person attending and submitted at the same time as the Travel Request Form submission.
- ✓ A Field Trip Emergency Contact Form (see page 40 for copy) must be filled out and signed by each person attending and kept on file by the club advisor on the trip. A copy of these forms should also be given to OSA 14 days prior to the trip, for emergency use. OSA makes sure the forms are with Campus Police during the field trip so that if an emergency occurs, Campus Police would be the first contact.
- ✓ If more than one advisor/chaperone is attending the trip, a separate Travel Form (duplicate) must be submitted for each additional chaperone/advisor for insurance purposes. This is required by the Business Office.

CONTACTS FOR ARRANGING TRAVEL

- ***JJC Campus Police Department***
Deb Goff
(815) 280-6616
(See College Van Procedures)
- ***My Chauffeur Limousine***
2500 E. Devon Ave
Elk Grove Village, IL 60007
(847) 490-4372
(Busses, Vans, Limos & Sedans)
www.mychauffeurchicago.com
- www.CoachQuote.com
- ***Green River Lines-Hansen Tours***
3131 May Rd
Peru, IL 61354
(815) 224-9276 or (800) 892-1419
www.greenriverlines.com
- ***Wilkinson Transportation***
James Wilkinson
(630) 514-6200
Yvette Wilkinson
(630) 664-8631



UPON COMPLETION OF TRAVEL

- ✓ Deposit any unused cash, at the Student Accounts/Payment Center in the Campus Center, in the proper club account within one business day of return from trip.
- ✓ Upon returning from your trip, complete the “Actual” column of the Travel Request Form and attach the deposit receipts (if there are any), attach all receipts (including food and parking) to Travel Request Form. The club advisor’s signature is required in the final approval section.
- ✓ **Submit completed forms to Laurie Bierman in OSA.**

TRANSPORTATION AND VAN RENTAL PROCEDURES

Once the field trip/travel has been approved, the advisor must make arrangements for travel.

Use of vans is highly recommended when your group is larger than five.

1. Complete a Request for College Vehicle Form (see page 41 for sample).
2. Return the completed form (with account #) to OSA for approval and processing. The Request for College Vehicle Form must be turned in to OSA or it will not be approved. JJC has the following vehicles available.
 - One 15 passenger van, one 15 passenger bus, rental cars for 3-5 people.
Please note that college fleet vehicles will be used first when available prior to any rental vehicles.
 - All Vehicle Request Forms must have the Director’s signature before being submitted to Campus Police a MINIMUM of one week prior to the date needed.
3. You will be notified if a college or rental vehicle is available. If so, the club advisor or chaperone is the ONLY person allowed to pick up the keys from Campus Police. When picking up the keys you must present your valid driver’s license or a photocopy of the license of the person who will be driving the vehicle. At that time, College credit cards for gasoline purchases will be provided.
Each van driver must be a student, staff or faculty member of Joliet Junior College, at least 22 years of age, and have a valid Illinois driver’s license. THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.
4. In the rare event that JJC is unable to secure a vehicle for your club, you will be notified so you can make other arrangements.
5. The club advisor/chaperone and driver of the vehicle must complete the following “vehicle” responsibilities before, during, and after the trip (see page 16).
6. If you are using your personal vehicle to transport others on a field trip, a copy of your insurance must be submitted prior. Please refer to JJC Travel Policy (see page 18).
7. If the advisor/chaperone’s personal vehicle is to be used for the trip, mileage reimbursement will be done via the travel request. (Mileage is reimbursed at a rate of .50 cents per mile).
8. If your trip is cancelled or you decide not to use the vehicle reserved, please notify Campus Police and OSA as soon as possible.

FAILURE TO CANCEL A VEHICLE RESERVATION AT LEAST 24 HOURS PRIOR TO THE REQUESTED DATE OF USE MAY RESULT IN THE VEHICLE BEING CHARGED TO YOUR CLUB ACCOUNT.

TRAVEL EMERGENCY INFORMATION

- **JJC Main Line**
(815) 729-9020
- **OSA Main Line**
(815) 280-2308
- **Campus Police**
(815) 280-2234



- **Marks Towing**
4303 W. Jefferson St.
Shorewood, IL 60431
(815) 725-9095
- **Collision Revision**
1808 N. Larkin Ave.
Crest Hill, IL 60435
(815) 741-4800



VAN RENTAL INSPECTION

BEFORE

- ✓ Conduct a vehicle safety inspection and sign the Vehicle Safety Inspection Sheet obtained from Campus Police. Any damage or unclean conditions found on a vehicle must be reported to campus police **PRIOR** to leaving campus or it will be assumed the damage occurred on your trip.
- ✓ Write the beginning mileage on the Vehicle Safety Inspection Sheet before you leave.
- ✓ Become familiar with the safety tips on Vehicle Safety Inspection Sheet.
- ✓ Pick up the keys and credit card packet from Campus Police.

DURING

- ✓ Use only the credit cards provided by Campus Police for buying gas.
 - **KEEP ALL RECEIPTS!!!**
- ✓ Everyone must wear seatbelts at all times while on the road!

AFTER

- ✓ Clean out the inside of the vehicle provided.
- ✓ Return the following to Campus Police:
 - Vehicle Safety Inspection Sheet
 - Keys and credit card packet
 - Signed gas receipts
 - Rental agreement/invoice when rental vehicle is used.