



Student Travel Checklist

v7/29/25

This checklist supports the student travel process for Napa Valley College. A Student Travel webpage has been created for programs and courses that have events involving Student Travel. These resources and processes need to be followed for all Student Trips.

Type of Travel: (Check one)

- Local/Regional
- Out-of-State*
- Outside of the 48 Contiguous States**

Local/Regional Travel

Documentation must be submitted **30 business days** in advance

1. INITIAL PAPERWORK & BUDGET PLANNING (Approval Phase)

- Gather details about the trip: Event, Location, Date(s), Transportation needs, rough Headcount estimates, determine associated costs, consider possible funding sources.
- Assess if the trip is feasible and funding exists. This may involve a discussion with Dean/Manager/VP/President of your area.
- For Multiday/Overnight Trips - *See Out-Of-State & Outside of 48 States sections, for additional items and considerations.*
- Submit Student Trip Approval/Authorization form and complete packet to Department Staff Member listed at the top of the form to the designated person (generally, the Department's Administrative Assistant):
 - **NVCCD- Student Travel/Authorization Request Form**
 - (If Applicable) Event Flier or Announcement
 - Completed **Travel Budget Worksheet** found on the Business Office website under *Travel*. Include support documents. (including but not limited to) registration fee, mileage, bridge tolls, parking fees, airfare, car rentals/shuttles/buses, lodging, meals. Refer to *AP 6390 Travel* for lodging, transportation, and meal coverage expenses.
 - Roster of all tentative participating students- Final roster to be submitted on day of travel. A student interest survey/rsvp may be done to obtain a headcount estimate.
 - **NVCCD- Travel Roster Template**
 - NOTE: If students/staff are utilizing a personal vehicle for travel, they must complete the **NVCCD- Waiver for Use of Personal Transportation.**
- Administrative Assistant (or other designee on the form) will aid and monitor the form through the approval process.
- If applicable, Additional Staff will need to go through the staff approval process alongside the Student Trip process.
- Trip Fully Approved, move to Pre-trip Planning.

2. PRE- TRIP PLANING

- TWO requisitions for a Purchase Order that covers trip expenses will need to be submitted. First Requisition for Lead Advisor; Second Requisition for Student Expenses:
 - Attach to requisitions full copies of the Travel Authorization Packets.
- As needed, complete requisitions for additional Staff and attach to requisitions complete copies of the Travel Authorization Packets.
- Arrange college-provided transportation if needed:
 - To reserve a 12-passenger van, contact Facilities Services at facilities@napavalley.edu or 707-256-7580. These additional costs need to be included in the travel budget. **NOTE:** Online and behind-the-wheel training is required for the use of the district vans.
 - Charter transportation
- Finalize Roster
- Collect from each participating traveler (students and staff) a completed:
 - **NVCCD- Waiver Student Domestic Travel Waiver**
 - **Student Code of Conduct Form or Advisor Agreement Form**
- (If funding/program applicable) Submit a Meal Advance request to Business Office **10 business days prior to travel**, a Full Roster is needed. Reference Student Travel PO#.
- (Multiday/Overnight Trips) *See Out-Of-State Travel Section for these trips.*

3. DAY OF

- Roster – Students & Staff sign as attending & Students sign for meal per diems (if applicable)
- Collect any forms not received – Participants cannot attend without forms completed & collected.
- Copy of all forms are on file with the applicable VP's office before departure.**
- Provide Participants with Photography Notice “Photos and/or video material will be taken of participants during the activity and will be used for promoting and publishing Napa Valley College. Please notify your travel advisor if you do not give consent.”
- Ensure all participants are aware of the agenda for the day.
- Monitor location(s) of Staff and Students, as needed.
- Ensure all Staff & Students depart and return from travel.

4. POST TRIP CLOSEOUT

- Bus invoice submitted to the Business Office. Reference Student Travel PO#.
- Unused meal Per Diems to be returned via deposit at Cashier Window:
 - Submit with original PO# and Final Roster
 - Retain copy of deposit receipt and submit copy for closing out Travel PO.
- Close-Out Travel POs **within 15 days** of event.
 - Staff Reimbursements submitted to the Business Office
 - Staff member who received meal per diem, final Roster will be needed, including signoffs that meal per diems were received and a copy of Cashier Window deposit receipt.
- Return any lost and found.
- (If Applicable) Perform follow-up surveys.
- (If Applicable) If this was a “trip of note”- Provide a summary to the applicable Dean or VP. of the students’ experience to share with Cabinet or BOT.

***Out-of-State Travel** (in addition to Local/Regional Travel)

Documentation must be submitted at least 60 business days in advance

- Complete “Local & Regional Travel” Checklist (see Page 1) then...
The Superintendent/President's Office must receive the request for approval no later than 60 business days in advance of the trip

In addition:

- Verify ability to travel to destination state(s) on the Chancellor's Office website.
- Verify the need for additional college provided insurance (health and travel insurance). Confirm with Facilities Services at facilities@napavalley.edu or 707-256-7580. These additional costs need to be included in the travel budget.
- Verify that all participants can travel out-of-state.
- If flying, verify all participants have the required documentation to fly.
- After POs are issued, the following travel arrangements can be made:
 - Reserve Lodging
 - Reserve Flights
 - Submit Registrations for payment to Business Office for a check to be sent
 - Organize other transportation needs: to/from airport, to/from event
- Prior to leaving, contact Lodging to confirm reservation.
- Prior to leaving, review Flight for any changes.

****Outside of the 48 Contiguous States Travel** (in addition to Local/Regional Travel)

Documentation must be submitted at least 90 business days in advance, include BOT Agenda submission deadlines in your planning. Confirm with the President's Office the BOT due dates to submit agenda items.

- Complete Local & Regional Travel Checklist (see Page 1) then...
- Verify ability to travel to destination state(s) on the Chancellor's Office website.
- Board approval is required** for travel outside of the 48 contiguous states. An agenda item must be submitted for Board of Trustees review. A completed Student Travel Authorization form needs to be submitted to the President's Office prior to the publication of the agenda. Travel must be approved or ratified by the Board of Trustees BEFORE advance payment or reimbursement of expenses can be made.
- Travel insurance is required for out-of-country travel. Travel Insurance must be purchased through the District's insurance provider. Contact Facilities Services for an application at: facilities@napavalley.edu. These additional costs need to be included in the travel budget.
- Students must contact their personal health insurance provider to verify out-of-country medical eligibility.
- All participating students and staff must sign and submit the *NVCCD-Waiver Student International Travel*.

List of Associating Documents:

- Student Travel Request/Authorization Form – Applicable to Lead Advisor & Students
- (If applicable) Staff Travel Request/Authorization Form & Budget – For Additional Staff
- Student Trip Travel Budgets – One for Lead Advisor & One for Student Expenses
- Student Travel Roster
- Student Travel Waiver – Domestic (Pre-approval required from President for Out-of-State Travel)
- Student Travel Waiver - International
- Student Code of Conduct
- Advisor Agreement
- (If applicable) Waiver for Use of Personal Transportation- Student Driver
- AP 4300 - Field Trips & Excursions
- AP 6390 - Travel