Travel Procedures
Student Travel Committee
Student Activities Association

Program Eligibility

Students must be in good academic standing:
- Undergraduate students must have a 2.5 GPA and completed at least 30 credits
- Graduate students must have a 3.0 GPA and completed at least 12 credits
- Students who are scheduled to graduate prior to the date of their proposed activity are ineligible to apply for funding, except in the case of enrollment in additional academic courses. Failure to provide proof of enrollment will result in a denied application.

Transfer Students
- Transfer students in their first semester must submit an official transcript from their previous institution indicating they are in good academic standing.

Study Abroad
- If you are requesting funds from the Student Travel Committee (STC) for a study abroad program, you must be accepted into a study abroad program and approved by the Office of International Studies and Programs prior to the Committee reviewing your application.
- STC requirements do not replace any requirements by the Office of International Studies and Programs. In addition, students who study abroad can only request funds for transportation cost.

Application

All applicants must review the application checklist forms before submission. The application checklist forms outline all the required documents needed for a complete application. All incomplete applications will be denied.

- The maximum contribution for an individual student is $1,500.00, for groups of four or more students is $5,000.00. Funding covers registration costs, transportation costs, and hotel costs.
- An applicant can only receive funding for one activity per academic year. If you are approved for funding to attend an event as a group, you are not allowed to submit a proposal as an individual.
- The college is not responsible for reimbursing any food purchases. No per diem will be reimbursed.
- If the cost of the activity exceeds the amount approved, the individual is responsible for paying the remaining balance. The college will not be responsible for any remaining balance of the activity. The student must sign a commitment form agreeing to cover the balance.
- Applicants can request to have their application reviewed by appointment only. Applications will not be reviewed within 72 hours of an application deadline.
International travel will only be approved for official John Jay College organized trips, or CUNY sponsored study abroad programs.

Chaperone Policy

- All college sponsored/affiliated student group trips (four or more students) are required to be accompanied by a trip chaperone.
- All college sponsored/affiliated international trips are required to have a trip chaperone.
- A chaperone is not required for a student traveling domestically.
- Any student who applies for student travel funding cannot serve as a chaperone.

*Note the Student Travel Coordinator or Senior Director for Student Affairs will serve as the trip contact person for domestic travel trips without chaperons. All students are required to follow a designated check in schedule by phone or email with their Trip Contact Person.*

Submission

All students must utilize John Jay College email addresses for electronic submission. Emailed applications must be submitted in PDF format to studenttravel@jjay.cuny.edu with the subject line that contains your first and last name and the phrase “Travel Application” (ex. Joe Smith Travel Application) in accordance with the designated submission schedule. If the document size is too large for one email than send multiple emails (Ex. Joe Smith Travel Application Pt 2, Joe Smith Travel Application Pt 3, and etc.).

Printed applications must be single sided and typed.

ATTN: Jeffrey Aikens
524 West 59th Street, Rm L2.71.05
New York, NY 10019

*All students are strongly encouraged to contact the Student Travel Coordinator by phone at 212-393-6474 or email studenttravel@jjay.cuny.edu and read the frequently asked questions before submitting an application.*

Requirements for Accepted Applications

- Recipients are required to create a video (no more than 5 minutes) or submit a photo PowerPoint presentation to the Student Travel Coordinator upon return from travel. This presentation should reflect the benefit the travel has made to your John Jay College experience.
- All travel arrangements will be made by the Student Travel Coordinator unless prior arrangements have been made in advance.
Application Tips
Student Travel Committee
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Below are some recommendations to aid in the completion of the individual domestic travel application and study abroad application.

**Individual Domestic Travel Application**

*CUNY Off-Campus Student Travel Approval Form Tip:*

If you are traveling alone domestically then you need to fill in information for a trip contact person in the trip chaperone/trip contact person section of the CUNY Off-Campus Student Travel Approval form. Please see below for trip contact information.
Study Abroad Application

Chaperone Tip:

Throughout the study abroad application there will be sections to fill in information for a chaperone. Information for the program director of a specific study abroad program can be inserted into the chaperone sections of the application.

CUNY Off-Campus Student Travel Approval Form Tip:

Study abroad applicants are not responsible for filling out information regarding lodging accommodations. Please see example below.
DOMESTIC TRAVEL

**Domestic Travel** is classified as any activity or event leaving CUNY property but within the 50 states of the United States including trips to museums, field trips, athletic events, leadership retreats and conferences.

**Sponsored Trip** is any event or activity that takes place off campus with the purpose of extending and supplementing learning opportunities in a way not possible within the usual College setting that is organized, supported, or financed by an office, department, division, or a student organization of the college and that is funded by student activity fees or monies that are in the control of the College, the University, or a University/College-related entity, such as auxiliary enterprise corporations, a college association, or a student services corporation. Examples of activities and events that fall under these guidelines include Division of Student Affairs-sponsored field trips, club sports trips, the activities of recognized student organizations, college association-funded travel, course-related field trips, and situations in which a student or recognized student organization officially represents the University (e.g., conferences).

**Trip Sponsor** is the faculty or staff member responsible for handling the logistics of the trip, collecting the required information from the participants, pre-departure orientation delivery, overseeing the health and safety of students, designating a trip chaperone, and conducting follow-up activities.

**Trip Chaperone** is the CUNY faculty or staff member who teaches and/or accompanies the students on the trip and may be different from the trip sponsor. If the trip sponsor cannot accompany participants on the trip activity/event, then the trip sponsor will designate a trip chaperone to accompany the participants.

**Trip Contact Person** is the CUNY employee who will be available (by phone and/or email) to the students at all times during the travel and activity (but will not accompany participants on the trip activity/event). The name and phone number for the trip chaperone or trip contact person (as appropriate) must be included in the CUNY Off-Campus Student Travel Approval Form.

INTERNATIONAL TRAVEL

**CUNY-Affiliated Independent Travel** is any self-guided international travel by a student for the purpose of pursuing research or internship activities related to academic work at CUNY. CUNY-affiliated independent travel has a unique set of mandatory procedures, which may be found in the boxed text below.

**Graduate Student Trips** International travel by graduate students for independent research, internships, practicums, and the like are not considered sponsored trips; however, the student traveling is required to:

1. Complete, sign, and have notarized an Independent Travel Notification, Waiver, and Emergency Contact Form and submit it to the Vice President for Student Affairs/Development prior to departure (the office of the Vice President for Student Affairs may need to direct students to the appropriate office at its campus that handles international travel programs);
2. Have CUNY’s international medical and evacuation insurance coverage for the duration of the trip;
3. Consult with Student Affairs as soon as s/he is aware that planned travel is to an area with Department of State Travel Warnings or Alerts in effect so that consultation may be sought from
Undergraduate Student Trips International travel by undergraduate students for independent research, internships, practicums, and the like are not considered sponsored trips; however, the student traveling is required to:

1. Complete, sign, and have an Independent Travel Notification, Waiver, and Emergency Contact Form and submit it to the college Study Abroad office prior to departure;
2. Have CUNY’s international medical and evacuation insurance coverage for the duration of the trip;
3. Consult with home college study abroad office as soon as s/he is aware that planned travel is to an area with Department of State Travel Warnings or Alerts in effect so that consultation may be sought from the University Office of Academic Affairs and University Office of Environment, Health, Safety and Risk Management.

Insurance All trip participants (students and CUNY faculty and staff) must have international medical and travel insurance coverage for the following benefit areas: accident/medical, evacuation for medical or security reasons, and repatriation of remains. Program directors must enroll all participants in the University’s insurance plan at the time of the participant’s commitment to the program or trip, prior to the program departure date(s), and apply the cost to each participant’s program fee. The insurance policy must provide coverage for the insured individual for the entire program period including travel days to and from the destination(s). Program directors must clearly communicate insurance coverage start and end dates with covered participants. Participants who wish to extend their trip dates beyond the insured trip dates are responsible for purchasing extended insurance that covers them throughout their particular travel dates.

International Sponsored Trip is any international travel that is (1) sponsored or organized by a University or college office, department, or division, or a recognized and charted student organization, or otherwise carried out by a CUNY faculty member or administrator in his or her official CUNY capacity, or (2) funded by any monies as may be in the control of the college, the University, or a University/College-related entity, including the CUNY Research Foundation, a college auxiliary enterprise corporation, or a college association/student services corporation. Sponsored trips must be approved by the Chief Academic Officer.

Examples of sponsored trips include: international studies arranged by a CUNY/college office, Division of Student Affairs-sponsored field trips; club sports trips; the activities of University-recognized student organization (in accordance with Article XV, Section 15.2 of the Board of Trustees Bylaws); college association-funded travel; faculty member, department, or division; and travel in which a recognized and charted student organization officially represents the University.

International Travel is classified as any student travel that takes place outside of the fifty states of the United States of America. Trips to Puerto Rico and other U.S. territories and protectorates are considered international trips.

Official John Jay College Organized Trip is any event or activity organized, supported, or financed by an office, department, division, or a student organization of the college and that is funded by student activity fees or monies that are in the control of the College, the University, or a University/College-related entity, such as auxiliary enterprise corporations, a college association, or a student services corporation.

Program Director All sponsored trips must have a designated program director who has overall accountability for development and implementation of the trip. The program director is responsible for handling the logistics of the trip, collecting the required information from the participants, pre-departure orientation delivery, overseeing the health and safety of students, and conducting follow-up activities. The program director must be a full time faculty member or administrator in the college department that is sponsoring the trip or, in the case of student organization trips, the faculty or staff advisor to the organization, unless otherwise approved by the campus Chief Academic Officer.