



# Travel Procedures

## Student Travel Committee

Student Activities Association, Inc.

### 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. Students are required to schedule an appointment with the John Jay College Office of International Studies and Programs prior to submitting an application.
- STC requirements do not replace any requirements by any CUNY study abroad program. 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 by the Student Travel Coordinator within 2 business days of an application deadline.
- The John Jay College Office of International Studies & Programs must verify all international travel. Please contact Kenneth Yanes, Deputy Director at [kyanes@jjay.cuny.edu](mailto:kyanes@jjay.cuny.edu) or call 212-484-1339 before submitting an application.



### *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 applications must be emailed in PDF format to [studenttravel@jjay.cuny.edu](mailto:studenttravel@jjay.cuny.edu).

The email subject line must contain 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.).

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

### **Requirements for Accepted Applications**

- The Student Travel presentation requirement is a **mandatory two-part process**. The first part requires the creation of a photo PowerPoint presentation with at least 10 slides and the second part requires posting four pictures or one 15 second video to social media.
- The Student Travel Coordinator will make all travel arrangements unless prior arrangements are made in advance.
- Students are representatives of CUNY whenever they participate in a sponsored trip or an off-campus activity that is funded or sponsored fully or in part by the University or one of the Colleges. As such, the students’ behavior at off-campus activities is reflective of their College/University, and, therefore, students are expected to conduct themselves appropriately and comply with applicable University policies, procedures, rules and regulations. Students who violate these rules and regulations will be subjected to disciplinary action that will result in the loss of Student Travel funding and the responsibility of reimbursing any booking fees to the Student Activities Association, Inc.

## Application Tips **Student Travel Committee Student Activities Association**

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.

Check One:	<input type="checkbox"/> Trip Chaperone	<input checked="" type="checkbox"/> Trip Contact Person	
Name of Trip Chaperone/Trip Contact Person:	JEFFREY AIKENS		
Title of Trip Chaperone/Trip Contact Person:	STUDENT TRAVEL COORDINATOR		
Name of College:	JOHN JAY COLLEGE		
Are you a club officer? N/A	If yes, which office: N/A		
Cell Phone:	212-393-6474		
Alternative Cell Phone:			
Email:	JAIKENS@JJAY.CUNY.EDU		
	(most frequently checked email address)		

<b>APPROVAL (Signatures Required)</b>		
By signing, I certify I have read the Domestic Trip and Travel Guidelines and agree that the proposed activity satisfies all requirements.		
Name of Trip Sponsor	Signature of Trip Sponsor	Date
The attached Off-Campus Student Travel Approval Form is hereby approved by the Chief Student Affairs Officer.		
Name of CSA Officer	Signature of CSA Officer	Date
FOR SAA FINANCIAL OFFICE USE ONLY		
Total Travel Amount Approved: \$ _____		Date Approved: ____/____/____
Registration (EST) \$ _____	Transportation (EST) \$ _____	Hotel (EST) \$ _____
Vivian Febus-Cabrera SAA Business Manager Signature	Date	



# Travel Defined

## Student Travel Committee

### Student Activities Association, Inc.

#### 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



the University Office of Academic Affairs and the University Office of Environmental, Health, Safety and Risk Management.

**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 chartered 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 chartered 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.