TRAVEL AND TRAVEL ARRANGEMENTS (DOMESTIC/INTERNATIONAL TRAVEL WAIVER): The College of Charleston’s Domestic Travel Waiver Form must be completed whenever students travel away from campus in conjunction with a College course, program or sponsored activity (other than sponsored athletic events). Examples of domestic travel include (but are not limited to) overnight retreats, conferences, workshops and seminars. A copy of the form is available online at [http://studentlife.cofc.edu/forms.html](http://studentlife.cofc.edu/forms.html).

Each individual student must complete their own form.

If traveling outside of the United States, students must complete the International Travel Waiver Form at [http://studentlife.cofc.edu/forms.html](http://studentlife.cofc.edu/forms.html) and submit completed form to the Director of the Center for International Education (located at 207 Calhoun Street in the Multicultural Student Center) for review and approval. As additional time is needed to process international travel waiver forms, the Center for International Education must be consulted prior to the scheduling of any international activity involving students and consult with the Director of the Center for International Education during the coordination of such activities.

The Allocations Committee will not pay for trips that provide opportunities to tour or apply to other schools or graduate programs, internships, auditions or jobs.

The Allocations Committee will support day trips, but will only recommend funds for transportation (such as gas or rental vehicles). NOTE: Day trips are defined as a trip that is completed in a matter of hours, beginning and ending on the same day. (Example: leave at 8am and return at 4pm the same day)

Money may be allocated for travel in which a member of the organization will either represent the College or in which the members will gain knowledge or experience beneficial to the student body and/or to the individual’s organization. This may or may not apply to second-semester Seniors.

- The Allocations Committee cannot fund every request. Therefore, the members must incur a portion of travel expenses.
- No funds for travel will be allocated/spent for second-semester seniors after the last Friday of September (Fall semester) and after the last Friday of February (Spring semester).
- Organizations choosing to use personal vehicles will be reimbursed for gas receipts only.
- The Allocations Committee may fund up to 75% of any individual’s plane travel. Airline requirements for checked baggage will be the sole expense of the traveler.
- A maximum of 75% a night will be allocated for lodging expenditures.
- Payment for single rooms will not be approved. Priority funding will be given to quad-room occupancy.
- An advisor must travel with an organization when using a vehicle rented by the College when taken outside South Carolina. If the advisor cannot attend the event, a staff member of Student Life must approve his/her designee before the trip takes place.
- No funds will be allocated for food and must be the expense for the traveler.

Travel arrangements will be made according to the funding guidelines and College policy for organization travel. No trips may be funded if the member(s) on the trip are receiving class credit for the attendance.
Any organization planning to travel using budget and/or contingency funds MUST make arrangements TWO (2) WEEKS IN ADVANCE through the Coordinator for Business Services. Failure to do so may result in the trip NOT being paid for by SGA funds. Those trips requiring air travel should make arrangements as far in advance as possible to obtain the least expensive airfare. Before asking for funds, the organization and/or individual(s) traveling should consider and be prepared to discuss:

- The most economical means of travel
- The least expensive, yet most convenient form of lodging
- Registration fees (if a conference) and what amenities are included
- The names and ID numbers of students traveling must be submitted with the Travel Waiver to the Coordinator for Business Services TWO (2) WEEKS prior to the organization leaving.

NOTE: A staff or faculty member must accompany a group on all trips that go beyond the State of South Carolina.

- The name of the advisor or College of Charleston designee driving a rental vehicle.

- The Coordinator for Business Services must approve all expenses for which reimbursement is expected prior to departure.
- All receipts must be turned in within one week after the trip.