POLICY:

It is the College’s policy to support field trips within certain courses of study.

PURPOSE:

To extend study within a particular course of study.

PROCEDURE:

Those responsible for any travel should be sure to review all Travel Policies/Procedures and forms listed on the Administrative and Financial Services website.

1. Three weeks prior to the day trip/field trip, the faculty member responsible for the trip must submit an Excused Absence Notification Form to the Office of Academic Affairs. If there is a cost to the student, a copy needs to be sent to Accounts Payable and Student Accounts with accompanying details.

2. A Cash Advance should be completed for any cash advance needs. If a cash advance is requested, an Expense Report must be completed upon return from travel.

3. Any cost to the student must be paid to the cashier prior to the trip or charged to the student’s account.

4. Two weeks prior to the trip, the faculty member responsible for the trip must email the Excused Absence Notification to faculty@alb.edu. Accounts Payable and Student Accounts, should receive copies if there is a cost to the student.

5. As a college employee or student, you are covered by college insurance to the extent of coverage provided. A Waiver of Liability is not required for Domestic Travel. It should be noted that a student is not allowed to travel by him/herself and meet the group at the destination.

6. A Trip Registration for Public Safety should be submitted to Public Safety prior to the trip. This form lists all travelers and emergency contact information.

7. Forms can be obtained from the website.
Direct questions regarding this policy and/or procedures to your Faculty Secretary or Academic Affairs at extension 7643, the Assistant Controller in Accounts Payable at extension 7767 or Administration and Finance at extension 7277.