
STUDENT LIFE & LEADERSHIP DEVELOPMENT

TRAVEL APPLICATION

Lane Community College

4000 East 30th Avenue | Building 1: Rooms 201, 202, 206, and 210 | Eugene, OR | 97405

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Associated Students of Lane Community College Travel Orientation

ASLCC Transparency and Accountability ~ Leadership Development Opportunities are funded with Student Activity Fee money - PUBLIC MONEY - Budget and Spend wisely!

Please consult your group leadership for any additional requirements.

Paperwork

- ☐ The event delegate/participant application process must be disclosed at the time of the ASLCC Senate (or Council of Clubs) funds request with the attached (legible) answers to the questions on the form.
- ☐ All travelers must fill out and submit the necessary application and attach a copy to the funds request. All travelers must be current LCC Main Campus 6+ **Credit** Students who pay the ASLCC Student Activity Fee and have a cumulative grade point average of 2.0 or better on the date of application.
- ☐ Include a full, detailed budget with the funds request. Attach the expanded budget to show that your group has addressed every aspect of this event or travel opportunity. The actual funds request form has space to note the portion of the cost that your club is requesting from ASLCC.
- ☐ The travel application is a very detailed form; this is meant to draw your attention to each aspect of the logistics that must be planned and accounted for on any trip. Club Approval from: Initials _____
- ☐ The funds request timeframe is as follows:
 - Submit Request Three Months in advance for trips that require Airfare
 - Submit Request Thirty Days in advance for in-state travel
 - Submit Request Three Weeks in advance for local events
 - Requests in Excess of \$500 – **add 1 week** “tabling” of agenda item for senate review

Behavior and Decorum

- ☐ Individual students who apply and agree to attend a sponsored travel opportunity and later back out after the registration or tickets have been purchased will be charged the cost of the non-refundable expenses incurred on their behalf. **Initials** _____ **Dated** ____ / ____ / ____
- ☐ The advanced registration of subsequent terms will be affected by past due accounts. Initials _____
- ☐ The use or possession of illegal substances and alcohol is forbidden on Student Fee-funded trips. Initials _____
- ☐ Using federal or state money (Student activity fee money comes from all types of tuition payment types, including financial aid; loan and grant) money to purchase liquor is against the law; alcohol is not allowed on ASLCC funded trips – consequences for violations are severe. Initials _____
- ☐ The code of conduct at Lane Community College applies to all ASLCC funded excursions. The disciplinary process is conducted at the discretion of the deans.
- ☐ Discrimination WILL BE confronted, as will any behavior that is deemed inappropriate.

Expectations & Consequences

- ☐ On ASLCC Sponsored trips, you will be expected to attend & fully participate in all sponsored seminars, meals, ceremonies, celebrations, workshops, and meetings. Do you agree to participate fully? _____
- ☐ Failure to comply with the conditions on this form may result in a restriction from funded student travel.

Record and Remit Receipts <http://www.gsa.gov/portal/category/21287> (destination Zip)

- ☐ ‘Per Diem’ is for meals, snacks, non-alcoholic beverages, baggage fees, taxi fares, mass transit (with receipt), etc. Save receipts and return them to Student Life - you will be required to repay non-documented expenses.
- ☐ All receipts are due to the person who dispensed the cash within 3 days of your return. Copy and staple the receipts to your expense report.
- ☐ **Per Diem \$** _____ **on** ____ / ____ **Receipt Total \$** _____ **on** ____ / ____

Please answer all questions fully. This form is both an application to attend and a contract of accountability

Associated Students of Lane Community College Travel Orientation

Overnight Trips (Breakdown the Per Diem)

- ☐ Expect a 'buddy system' assignment – you will be paired off with another Lane Community College Student. If you become separated at any point, notify your delegation leader immediately. If you cannot find or contact your delegation leader, tell the person you identify as the next in charge.
- ☐ Stay in the hotel room you are assigned to. Notify your 'buddy' and assigned **Lane Student Delegation Leader** _____ if you are leaving, sick, injured, abused, or discriminated against.
- ☐ Do not bring people into your assigned hotel room. We are role models for our peers, respect the privacy and belongings of your fellow student leaders at all times. Initials _____

Motor Pool Vehicles

- ☐ Only Lane Approved drivers may drive motor pool vehicles. Initials _____
- ☐ Only Lane Students are allowed to be in LCC Motor Pool vehicles. The insurance only covers Lane Students.
- ☐ OUS Motor Pool regulations cover Oregon Community College & University students.
- ☐ Speeding Tickets are your financial responsibility, as are any parking violations received while you have the vehicle checked out from Motor Pool. Tickets will be charged to your student account. Initials _____
- ☐ Smoking is prohibited in LCC and OUS Motor Pool vehicles and most Oregon Hotels. Initials _____

Mandatory Travel Orientation (conducted by the club or delegation/room/team leaders)

Name/Title of person delivering this orientation: _____

Contact (email/cell) for student/club coordinator: _____

Traveler Orientation conducted from _____:_____ to _____:_____ am/pm on _____ / _____ / _____

Did any student miss the orientation? _____

Printed Name of Advisor

Phone Extension

Signature of Advisor

Date

Request for Travel Booking (submit to the Department Coordinator):

Please make the arrangements for _____ total people for this travel opportunity. Below you will find a complete list of all the participants who are travelling on this excursion and attached is a completed travel form for each student. Funds were approved on _____ / _____ / _____ by the _____.

- | | | |
|------------------------|------------------------|------------------------|
| 1. <u>Leader</u> _____ | 5. <u>Leader</u> _____ | 9. <u>Leader</u> _____ |
| 2. _____ | 6. _____ | 10. _____ |
| 3. _____ | 7. _____ | 11. _____ |
| 4. _____ | 8. _____ | 12. _____ |

Notes: _____

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ASLCC Travel Application Form

L # _____ Student Name: _____

Student Fees Paid? _____ Currently enrolled in _____ graded credits in fall / winter / spring /summer

ASLCC Position/Group Affiliation: _____

List Leadership experience: _____

List past conferences attended: _____

What do you hope to gain by attending the event described in this form? _____

How will you use the knowledge you receive at this leadership training opportunity? _____

Describe how you will use the skills from this and other training opportunities to develop and deliver workshops, create projects, and bring positive change to Lane CC Students. _____

What do you believe is the most pressing issue is for students seeking a higher education? _____

Issues at the local, state, and national levels that are currently influencing a student's ability to get an education:

☐ Diversity Distinction (please self-identify **ONLY** for USSA delegation requirements) _____

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ASLCC Travel Application Form

Application Open Date ____ / ____ / 20____ Application Deadline ____ / ____ / 20____ @ ____:

First Name _____ Middle _____ Last _____

Date of Birth _____ L- _____ Cell # _____

Event Name: _____

Event Begin Date and Time ____ / ____ @ ____:____ End Date and Time ____ / ____ / 20____ @ ____:

Event Location: City _____ State _____ Zip Code _____

Event Organization/Association/Sponsor: _____

Event Venue: _____ Parking \$ _____

Registration Fee: \$ _____ per person ____ -day Conference/Convention/Seminar or Board – Meeting/Retreat

Are any meals provided? (specify) _____

Official Event Hotel: _____ Parking \$ _____

Special Needs: _____ ☐ Vegetarian/Vegan (circle)

Hotel: \$ _____. ____ per night for single/ (pro-rate) double/triple/quad occupancy (circle) room for ____ nights

Transportation Mode(s): ☐ Motor Pool (Oregon Driver # _____) **authorization** _____

☐ Passenger in LCC Provided Motor Pool or Chartered Vehicle Driven by _____

☐ Request Roundtrip Airfare from _____, Oregon to _____

☐ Other _____

In Case of Emergency Notify: _____

Print name, cell phone number, and the relationship to the student

I, the undersigned, am an 'Associated Students of Lane Community College' ASLCC fee-paying Student. I agree to behave myself while on the above described leadership trip. I am an adult and responsible for my own actions. I will not behave in any way that will reflect badly upon my club, my campus, or my self. I agree to comply with the student code of conduct for ASLCC travel.

All ASLCC Senate members, student club or organization members, and at-large students attending ASLCC or ASLCC Council of Clubs sponsored travel to trainings, conferences, or other events must complete and sign a travel agreement. Students who agree to attend an ASLCC or ASLCC Council of Clubs sponsored event for which registration, hotel and/or travel expenses have been arranged, and fail to attend after such expenses have been incurred may be charged up to the full amount of such costs. Only students who are **currently enrolled in graded credit classes [6+ credits] on the main campus**, and who meet eligibility requirements for participation [**Minimum Cumulative GPA of 2.0**], may be included in student travel.

Printed Name of Student _____ Club & Position _____ Signature of Student _____ Date _____

Printed Name of Advisor _____ Phone Extension _____ Signature of Advisor _____ Date _____

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