

# King's University College Students' Council

## Travel Policy

EFFECTIVE:

AUTHORITY: Board of Directors

RATIFIED BY: Board of Directors ON

RELATED DOCUMENTS: Clubs Operating Policy

### 1.00 PURPOSE

1.01 A policy relating to the general conduct and policies that must be followed for individuals or groups seeking to travel under the KUCSC. This document contains the procedures for travel planning for all KUCSC Clubs.

### 2.00 TRAVEL PROPOSALS

2.01 Clubs shall be allowed to travel to events outside of the City of London, to a maximum of two hundred and fifty (250) kilometers, whilst remaining in Canada.

2.02 All Club Travel Proposals for events that occur outside two hundred and fifty kilometer limit as prescribed in section 2.01 must go through Ellison Travel & Tours Ltd or any other agency approved by King's University College.

(1) Notwithstanding Section 2.01, all contact to the approved travel agency. Must go through the General Manager of the KUCSC.

2.03 All Clubs must present a proposal and itinerary to the VPSA of the KUCSC no fewer than sixty (60) days prior to the proposed date of the event.

(1) The proposed itinerary must be approved or denied by the VPSA and CFO of the KUCSC no later than five (5) business days after submittal of the proposal

(l) if the proposed itinerary is deemed by the VPSA or CFO is deemed to be incomplete or requires further information or clarification, the deadline can be extended.

(2) The proposed itinerary must include an academic component. This academic component must be clearly demonstrated in the proposed itinerary.

2.04 Any and all Club Members taking part in an event that requires travel shall be required to complete and sign the Emergency Contact form and appropriate liability waivers, and submit it to the VPSA of the KUCSC. A copy of this form will be kept by the VPSA and General Manager of the KUCSC, and by the Organizer of the Event.

2.05 The Travel Proposal must include the following:

- (1) The Club that is intending to travel;
- (2) The destination(s) the Club is intending to travel to;
- (3) The expected number of people travelling on the trip;
- (4) The duration of the trip, including the number of nights;
- (5) The purpose of the trip, with a demonstrable academic component;
- (6) A basic travel itinerary including stops, or events of academic significance;

and

(7) A list of faculty members or advisors who are planning to travel with the group.

(l) in the instance that the travel is out of country, at minimum, 1 faculty member must attend

### **3.00 PROCEDURAL AUTHORITY**

3.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Board of Directors.

(1) The scope of such Procedures is limited to the scope of this policy.

(2) In the event of any conflict, this Policy supersedes any documents created under it.

(3) Any new Procedures and amendments to any existing Procedures must be ratified by the Board of Directors before taking effect.

(4) Any decision by the Board of Directors may be overturned by a two-thirds (2/3) vote of council.