

DOMESTIC TRAVEL

1. What is 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.

2. What is a trip sponsor?

A Trip Sponsor is the faculty or staff member responsible for handling the logistics of the trip. The trip sponsor will be expected to collect 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.

3. When is a chaperone required for a student trip?

All off-campus trips involving five (5) or more students must include a designated chaperone. There must be one (1) chaperone for every twenty (20) students for an off-campus trip. A 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. All college sponsored/affiliated overnight student trips involving four or more students are required to be accompanied by a trip chaperone.

4. How are **student group travel approved?**

*The Vice President of Student Affairs & Enrollment Management must approve all domestic travel. A CSIL coordinator or department designee must create a requisition in CUNYFIRST at least **45 business days** prior to planned date of travel. In addition, the supporting documentation listed below must be emailed to saaboforms@jjay.cuny.edu by a CSIL coordinator or department designee at least **45 business days** prior to planned date of travel.*

Requisitions must be created in CUNYFirst for trips that need to pay for travel expenses. For more information regarding creating a requisition and the procurement process please review our purchasing policy. Documents listed in Group Travel Checklist must be attached as part of the requisition in CUNYFirst.

*If the trip does not require funding but only approval then all documentation listed below must be submitted in (PDF format) to saaboforms@jjay.cuny.edu by a CSIL coordinator or department designee at least **45 business days** prior to planned date of travel.*

GROUP TRAVEL CHECKLIST

CUNY Off-Campus Domestic Student Travel Approval Form

Vice President of Student Affairs must sign off on this form for travel to be approved.

Student Travel List

List should contain the first and last name of student and CUNY Emplid ID number.

**Checklist continued
on next page**

Event Request Form for Online Student Liability Waiver

This form must be submitted to generate an online liability waiver for students to fill out as participants of an off-campus trip.

Schedule of the Activity/Itinerary

All overnight trips including one day conferences, seminars, and/or workshops must provide a schedule/itinerary related to the planned activity.

Copies of valid State ID & John Jay ID with Valid semester sticker (if applicable)

Copies of valid state ID for students traveling outside of New York State are required. If Students are traveling within New York State than only copies of valid John Jay ID are required.

Flyer - Flyer advertising the planned activity is required.

5. How are individual student travel approved?

*The Vice President of Student Affairs & Enrollment Management must approve all domestic travel. A CSIL coordinator or department designee must create a requisition in CUNYFIRST at least **45 business days** prior to planned date of travel. In addition, the supporting documentation listed below must be emailed to saaboforms@jjay.cuny.edu by a CSIL coordinator or department designee at least **45 business days** prior to planned date of travel.*

Requisitions must be created in CUNYFirst for trips that need to pay for travel expenses. For more information regarding creating a requisition and the procurement process please review our purchasing policy. Documents listed in Individual Travel Checklist must be attached as part of the requisition in CUNYFirst.

*If the trip does not require funding but only approval then all documentation listed below must be submitted in (PDF format) to saaboforms@jjay.cuny.edu by a CSIL coordinator or department designee at least **45 business days** prior to planned date of travel.*

INDIVIDUAL TRAVEL CHECKLIST

Description of Travel Memorandum

A detailed memorandum outlining the purpose of the trip and learning outcomes for the participating student.

CUNY Off-Campus Domestic Student Travel Approval Form

Vice President of Student Affairs must sign off on this form in order for travel to be approved.

CUNY Off-Campus Liability Form

This form must be submitted to generate an online liability waiver for the student to fill out as the participant of an off-campus trip.

Schedule of the Activity/Itinerary

All overnight trips including one day conferences, seminars, and/or workshops must provide a schedule related to the planned activity.

Copies of valid State ID and John Jay ID with valid semester sticker (if applicable)

Some John Jay I.Ds require a semester sticker, student must have printed enrollment letter with accompanying identification.

6. What if I don't know who are the students that will be traveling for the planned activity?

A list of student names should always be provided prior to a planned travel activity. However, there is an exception if the planned trip requires ticket distribution.

Note: The Student Activities Association, Inc. & Children's Center Business Services reserves the right to cancel any trip activity missing required documentations.

ADDITIONAL INFORMATION

New York State law and CUNY Central have mandated students participating in CUNY trips, including study abroad, service trips, club trips, etc. receive training on Title IX and gender-based violence. Please contact deanofstudents@jjay.cuny.edu for more information.