

## **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?**

*All domestic travel must be approved by the Vice President of Student Affairs & Enrollment Management. A CSIL coordinator or department designee is required to submit supporting documentation listed on the Travel Checklist to [saaboforms@jjay.cuny.edu](mailto:saaboforms@jjay.cuny.edu) no later than **45 business days** before the planned travel date.*

*If the trip does not require funding but only approval, all supporting documents listed in the Travel Checklist must be submitted in PDF format to [saaboforms@jjay.cuny.edu](mailto:saaboforms@jjay.cuny.edu) by a CSIL coordinator or department designee at least **15 business days prior** to the planned travel date.*

*Please note that all students participating in travel will be required to complete an online waiver prior to the trip. This is a mandatory step that must be completed to ensure participation.*

### **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 is required to submit supporting documentation listed on the Travel Checklist to [saaboforms@jjay.cuny.edu](mailto:saaboforms@jjay.cuny.edu) no later than **45 business days** before the planned travel date.*

*If the trip does not require funding but only approval, supporting documents must be submitted in PDF format to [saaboforms@jjay.cuny.edu](mailto:saaboforms@jjay.cuny.edu) by a CSIL coordinator or department designee at least **15 business days prior** to the planned travel date.*

*Please note that all students participating in travel will be required to complete an online waiver prior to the trip. This is a mandatory step that must be completed to ensure participation.*

**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 Business Office 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](mailto:deanofstudents@jjay.cuny.edu) for more information.

**TRAVEL CHECKLIST**

*The travel checklist is an outline of the documentation required for approval of a department or organization domestic student travel request.*

- Check Request Form**  
*A detailed description outlining the purpose of the trip and learning outcomes for the participating student should be included on the form.*
- Invoice**  
*Invoice should include vendor contact information, details of services and/or product being provided, invoice number, cost of service and/or product.*
- CUNY Off-Campus Domestic Student Travel Approval Form**  
*Vice President of Student Affairs & Enrollment Management must sign off on this form for travel to be approved.*
- 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**  
*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.*
- Student Travel List (Required for Overnight Trips)**  
*All overnight trips require a student travel list. The student travel list should contain the students first and last name, email, and date of birth.*
- Flyer** - Flyer advertising the planned activity is required.