



Travel Procedures

Student Travel Committee

Student Activities Association, Inc.

Program Eligibility

Students must be in good academic standing:

- Undergraduate students must have a 2.5 GPA and completed at least 30 credits
- Graduate students must have a 3.0 GPA and completed at least 12 credits
- Students who are scheduled to graduate prior to the date of their proposed activity are ineligible to apply for funding, except in the case of enrollment in additional academic courses. Failure to provide proof of enrollment will result in a denied application.

Transfer Students

- Transfer students in their first semester must submit a transcript from their previous institution indicating they are in good academic standing.

Study Abroad

- If you are requesting funds from the Student Travel Committee (STC) for a study abroad program, you must be accepted into a study abroad program. Students are required to schedule an appointment with the John Jay College Office of International Studies and Programs prior to applying.
- STC requirements do not replace any requirements by any CUNY study abroad program. In addition, students who study abroad **can only request funds for transportation cost.**

Application

All applicants must review the application checklist forms before submission.

The application checklist forms outline all the required documents needed for a complete application. **All incomplete applications will be denied.**

- The maximum contribution for an individual student is \$1,500.00, for groups of four or more students is \$5,000.00. Funding covers registration costs, transportation costs, and hotel costs.
- An applicant can only receive funding for one activity per academic year. If you are approved for funding to attend an event as a group, you are not allowed to submit a proposal as an individual.
- The College is not responsible for reimbursing any food purchases. No per diem will be reimbursed.
- If the cost of the activity exceeds the amount approved, the individual is responsible for paying the remaining balance. The college will not be responsible for any remaining balance of the activity. The student must sign a commitment form agreeing to cover the balance.
- Applicants can request to have their application reviewed by appointment only. Applications will not be reviewed by the Student Travel Coordinator within 2 business days of an application deadline.
- The John Jay College Office of International Studies & Programs must verify all international travel. Please contact Kenneth Yanes, Deputy Director at kyanes@jjay.cuny.edu or call 212-484-1339 at least thirty days before an application deadline.



Chaperone Policy

- All college sponsored/affiliated student group trips (four or more students) are required to be accompanied by a trip chaperone.
- All college sponsored/affiliated international trips are required to have a trip chaperone.
- A chaperone is not required for a student traveling domestically.
- Any student who applies for student travel funding cannot serve as a chaperone.

Note the Student Travel Coordinator or Student Affairs Director will serve as the trip sponsor for domestic travel trips without chaperons. All students are required to follow a designated check in schedule by phone or email with their trip sponsor.

Submission

All applications must be emailed in PDF format to studenttravel@jjay.cuny.edu.

The email subject line must contain your first and last name and the phrase “Travel Application” (ex. Joe Smith Travel Application) in accordance with the designated submission schedule. If the document size is too large for one email than send multiple emails (Ex. Joe Smith Travel Application Pt 2, Joe Smith Travel Application Pt 3, and etc.).

All students are strongly encouraged to contact the Student Travel Coordinator by phone at 212-393-6474 or email studenttravel@jjay.cuny.edu and read the [frequently asked questions](#) before submitting an application.

Requirements for Accepted Applications

- The Student Travel presentation requirement is a photo PowerPoint presentation with at least 10 slides.
- The Student Travel Coordinator will make all travel arrangements unless prior arrangements are made in advance.
- Students are representatives of CUNY whenever they participate in a sponsored trip or an off-campus activity that is funded or sponsored fully or in part by the University or one of the Colleges. As such, the students’ behavior at off-campus activities is reflective of their College/University, and, therefore, students are expected to conduct themselves appropriately and comply with applicable University policies, procedures, rules and regulations. Students who violate these rules and regulations will be subjected to disciplinary action that will result in the loss of Student Travel funding and the responsibility of reimbursing any booking fees to the Student Activities Association, Inc.



Travel Defined

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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.

Sponsored Trip is any event or activity that takes place off campus with the purpose of extending and supplementing learning opportunities in a way not possible within the usual College setting that is organized, supported, or financed by an office, department, division, or a student organization of the college and that is funded by student activity fees or monies that are in the control of the College, the University, or a University/College-related entity, such as auxiliary enterprise corporations, a college association, or a student services corporation. Examples of activities and events that fall under these guidelines include Division of Student Affairs-sponsored field trips, club sports trips, the activities of recognized student organizations, college association-funded travel, course-related field trips, and situations in which a student or recognized student organization officially represents the University (e.g., conferences).

Trip Sponsor is the faculty or staff member responsible for reviewing the logistics of the trip, ensuring the collection of 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. The Trip Sponsor is also the primary campus contact person for the duration of the CUNY Trip. If the Trip Sponsor is also the Trip Chaperone, an alternate campus contact person must be designated for the duration of the trip

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. Each group CUNY Trip must have a Trip Chaperone. A group shall be comprised of four (4) students or more, however, the Trip Sponsor, CSAO or CAO may determine that a Trip Chaperone is necessary for a trip with less than four (4) students. The Trip Chaperone is the CUNY faculty or staff member, or other designated individual approved by the college, who accompanies the students on the trip. This individual should be able to lend to the experience of the travel for the student group. They will monitor the behavior of the participants to ensure that CUNY policies and procedures are not violated, and oversee the health and safety of students. The Trip Chaperone must have the contact information for all students, and must be available to participants via phone or in-person at all times for the duration of any trip, including travel. The Trip Chaperone, either with or without the consultation of the Trip Sponsor, can dismiss students from a CUNY Trip if they determine any CUNY policies, procedures, or behavioral expectations pertaining to the CUNY Trip have been violated; see Section IV.A.3. The Trip Chaperone will also contact local resources, such as the police or hospitals, if necessary. The name and phone number for the Trip Chaperone must be included in the CUNY Off-Campus Student Travel Approval Form. In certain cases, a Trip Chaperone may not be a CUNY staff member, such as a CUNY Trip organized by, or affiliated with, an external organization. In these instances, the Trip Chaperone may be someone who is employed by that organization. Their contact information must be provided in the Off-Campus Student Travel Approval Form, and they must still adhere to CUNY's requirements and expectations of a chaperone. Trip Chaperones employed by a non-CUNY entity must receive information on CUNY's Sexual Misconduct Policy and must be directed to immediately report to the Trip Sponsor any incident of alleged sexual misconduct.



INTERNATIONAL TRAVEL

International Travel is classified as any student travel that takes place outside of the fifty states of the United States of America. Trips to Puerto Rico and other U.S. territories and protectorates are considered international trips.

CUNY CISI Travel Insurance is comprehensive travel insurance plan that includes medical care, medical evacuation, security evacuation, repatriation and many other services. This plan is required for all CUNY students traveling abroad and for all CUNY faculty/staff accompanying them, unless the Substantial Equivalence criteria are met. A security evacuation-only option is available under limited circumstances for participants in affiliated and exchange programs whose insurance policies otherwise meet the substantial equivalence criteria. The college hosting the program makes this determination.

International Sponsored Trip is any international travel that is (1) sponsored or organized by a University or college office, department, or division, or a recognized and chartered student organization, or otherwise carried out by a CUNY faculty member or administrator in his or her official CUNY capacity, or (2) funded by any monies as may be in the control of the college, the University, or a University/College-related entity, including the CUNY Research Foundation, a college auxiliary enterprise corporation, or a college association/student services corporation. Sponsored trips must be approved by the Chief Academic Officer.

Examples of sponsored trips include: international studies arranged by a CUNY/college office, Division of Student Affairs-sponsored field trips; club sports trips; the activities of University-recognized student organization (in accordance with Article XV, Section 15.2 of the Board of Trustees Bylaws); college association-funded travel; faculty member, department, or division; and travel in which a recognized and chartered student organization officially represents the University.

CDC (Center for Disease Control) Travel Notice - CDC “travel notices are designed to inform travelers and clinicians about current health issues related to specific destinations. These issues may arise from disease outbreaks, special events or gatherings, natural disasters, or other conditions that may affect travelers’ health.” CDC Travel Notices are issued at three levels: 1 (Watch, Practice Usual Precautions), 2 (Alert, Practice Enhanced Precautions), and 3 (Warning (Avoid Nonessential Travel). Although CUNY Trips to countries under Level 3 CDC Notices are prohibited, all CDC Travel Notices should be discussed during Pre-Departure Orientations. (See here for source material and more information). Travel for clinical purposes should be planned using CDC recommendations for clinicians.

Travel Warning - Under CUNY’s International Travel Guidelines, a travel warning is either a level 3 or 4 State Department Travel Advisory (for all or part of the country—see differentiated advisory) or a CDC level 3 travel notice. Travel to locations under a travel warning is not allowed. Although Department of State travel advisories are an important resource, they are an incomplete reflection of risks abroad, due in part to the challenge of responding in real time to global events, in part to political and economic factors that the DoS is obliged to consider. Therefore, Campus and Field Directors should also monitor the news for developments in trip destination countries during the planning and execution phases of a trip.