



Policy 2.8.3
Student Travel Policy
Revised May 2013

An “advisor” is any Mesabi Range College employee, including coaches, faculty, and staff, or designee appointed by Mesabi Range College’s Administration to accompany students.

This policy governs all travel that involves enrolled students as well as individuals who participate in travel sponsored by Mesabi Range College.

1. An advisor, or appointed designee, will accompany students traveling out-of-state.
2. An advisor will accompany students traveling in-state, except for Student Senate.
3. For all off-campus activities, the Advisor will receive approval from the supervisor at least one week in advance for in-state travel and one month in advance for national and international travel. This may be done by using “Campus Business Absence Form” or as directed by the supervisor.
4. Only authorized persons are permitted to ride in state-owned vehicles. Authorized persons include state employees, other persons participating in state programs or functions, or individuals assisting disabled employees with prior approval as described in the paragraph above. Family members are not allowed in state vehicles.
5. Each student going off-campus for any class or activity (with or without an advisor) must complete and sign an Activity Participation Form acknowledging that, effective from the time they leave the campus and until they return, they understand and agree that:
 - a. The MRC policies on alcohol, drugs, tobacco, and harassment/violence are in effect.
 - b. The Student Code of Conduct is in effect.
 - c. Only MRC students/employees are to ride in college vehicles.
 - d. Only the Advisor or a student employed by the college can drive a college vehicle. When this is not possible, the Advisor will request a waiver from the Director of Finance.
 - e. Students who violate policies may be sent home at their own expense.
 - f. Alleged violations of MRC and MnSCU policies will be addressed once the student is back on-campus.
6. The Advisor may set up other rules in writing regarding curfew, solo travel, etc.
7. Additional requirements for national/international travel may include:
 - a. Proof of Immunizations
 - b. Passport or birth certificate
 - c. Credit Card or proof of access to funds for expenses, return travel, etc.
 - d. Health Insurance card
8. The Advisor will provide a trip itinerary to the students, the College switchboard, Administration, and the supervisor. The itinerary will include:

- a. Name, address, and phone number of hotel(s).
 - b. Time and place of departure and return.
 - c. Flight information when applicable.
9. At least five (5) class days before the trip, the Advisor will provide the Dean of Students or Provost a list of students participating in an off-campus activity. If authorized absences will occur during the school day, the Advisor will distribute the list of students excused to all faculty and staff at least three (3) class days before the absence.
 10. A syllabus must be on file in the office of the Provost for any travel that is done for credit.
 11. A State car, if available, will be used. The driver must provide the College with a current copy of his/her Minnesota drivers' license.
 12. A private car may be used if a state car is not available. The driver must provide the College with copies of his/her current drivers' license and the private vehicle's insurance policy.

Review/Revision History:

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Revised and Approved by Shared Governance 12/12/06

Revised and Approved by Shared Governance 5/7/14