

Travel Guidelines

Student Life Department Room 1227
Phone: (305)237-8904 Fax: (305)237-8917

1. The student organization's advisor must complete and submit the *Request for Travel Funds Form* to the Student Life Department for approval.
2. Funds must be used for travel to conferences, workshops, and instances where students receive special recognition or represent Miami Dade College.
3. The student organization must be officially registered with the Student Life Department. This includes completion of the *Student Organization Packet* along with an updated roster of the organization's officers and members and the organization's constitution.
4. All organizations must adhere to the *Student Rights and Responsibilities Handbook* and Miami Dade College policies and procedures.
5. Student organizations must update membership information each semester to complete eligibility requirements.
6. The president and advisor of the student organization must attend the monthly Inter Club Council Meeting (if the president or advisor cannot attend, they must send a representative to the meeting).
7. The student organization must submit a travel request and conference itinerary or workshop itinerary to the Student Life Department **Eight (8) weeks** prior to the conference/workshop date.
8. All travel must be relevant to the student organization's goals and mission.
9. All travel arrangements and travel packets must be completed **Eight (8) Weeks** prior to the travel date with all necessary approval signatures and documentation.
10. Upon return from travel, the student organization must submit all original receipts and the *Certification for Receipts of Meals Form* to the Student Life Department.