

I.C.C TRAVEL CODE



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ICC Travel Code

This code is intended to facilitate the convenient, efficient, and inexpensive travel arrangements for all travel involving the use of student funds for De Anza Clubs. All students must be DASB cardholders, and travel is limited to club members, club advisors, ICC Officers and ICC Advisor. Travel arrangements will be made in a cooperative and timely fashion.

ARTICLE I - TRAVEL COMMITTEE DUTIES AND RESPONSIBILITIES

- A. The ICC Officers shall review and propose amendments to the ICC Travel code, referring them to the ICC for approval.
- B. Recommend disciplinary actions for violators of the ICC travel code to the Dean of Student Development & EOPS or designee at the discretion of the ICC Officers.

ARTICLE II - PROCESS FOR STUDENT TRAVEL

- A. The ICC may fund a club up to \$2,000 per fiscal year (July 1- June 30) for a conference(s), workshop(s) and competition(s), not to exceed \$500 per student.
- B. For all summer conferences, arrangements must be complete during the spring quarter.

ICC Travel Guidelines:

- C. 4 to 5 weeks prior to event
ICC Travel Application/Travel form will be available in the ICC Literature Rack or the Student Activities Office. All travel literature must be turned in for budget approval, along with all other forms 6 – 7 weeks in advance.
- 3 to 4 weeks prior to event
The ICC Officers reviews application/travel forms, and conference/workshop/competition literature.
- 2 to 3 weeks prior to event
Conference/Workshop registration payment is sent. Travel arrangements made by conference designee.
- 2 weeks prior or earlier than event
STS (Student Travel Forms) sent to Dean of Student Development & EOPS or designee and VP of Instruction.
- 1 to 2 weeks before the event
Orientation Meeting for Conference/Workshop attendees with club advisor.

General Information:

Funding may be granted in the following categories and are subject to current allowance as state in the ICC Finance Code:

1. Conference registration
2. Transportation services (public transportation or travel agent)
3. Lodging (A minimum of 3 per room when possible) *

* NOTE: A written document must be submitted indicating the hotel policy only allows two (2) people per room, if this is the case.

A college check may be mailed directly to vendors for registration, lodging, and public transportation services. Receipts must be presented to the Student Accounts for all expenses, immediately within ten working days following student travel.

- D. Student needs to complete the ICC Travel Application and turn in on time at the ICC Officers Agenda Meeting. A late or incomplete application will not be considered for funding.
- E. All attendees will be provided with trip itineraries no later than one to two weeks prior to departure. Itineraries will contain complete flight arrangements (if any); hotel name, address and phone number (If any); and any miscellaneous details required.
- F. The ICC Officers will review all applications/budget requests with a club representative at the ICC Officers Agenda Meeting. The ICC Officers will make recommendations for selection and amount of funding.

ARTICLE III - TRAVEL CONSTRAINTS

- A. All flights will have San Jose International Airport as a first priority point of departure and return.
- B. All reservation is Economy class unless there are unusual circumstances.
- C. Person(s) not able to go to a Conference/Workshop/ Competition that they have requested to attend must submit a written form of cancellation to the ICC Officers as a whole at least two weeks prior to event.
- D. Due to liability ICC will fund public transportation only. Costs such as vehicle rental or gas will not be funded.

ARTICLE IV - TRAVEL REIMBURSEMENT

- A. There will be no travel reimbursement for student(s) that did not receive prior approval by the ICC. The club members will be held financially responsible to reimburse the ICC Travel Account for costs incurred within two weeks from the date of after travel. The event and failure to do may result in a hold on student records/registration.

ARTICLE V - RECEIPTS AND REIMBURSEMENT

Receipts and reimbursement must be turned into the Student Accounts Office within 6 weeks.

ARTICLE VI - CONFERENCE REPORT

- A. A three (3) minute conference; workshop, competition presentation will need to be given by students who attended within 30 days of return at the ICC Meeting.

- B. Failure to give a workshop/conference/competition report receipts and any unused funds will jeopardize future travel for the organization and there will be a hold on club funds and a \$50 penalty fee will be charged and Student Record will be held.

ARTICLE VII - PROHIBITIONS AND SPECIAL REQUIREMENTS

- A. Students may not participate in overnight or long-distance travel without a faculty or staff advisor, without authorization.
- B. Students and advisor shall not be reimbursed for any auxiliary hotel/conference services (exception: pre-authorized group activities).

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