



STUDENT TRAVEL RESPONSIBILITY CONTRACT

I, _____, a member of _____,
(Name) (Group/Club/Organization)
on this _____ day of _____, 20_____, am responsible for abiding by the laws
of the State of Minnesota, the ARCC Student Code of Conduct, and the following conditions:

Read and initial each condition below:

- _____ I will attend all activities or events as outlined in the itinerary approved.
- _____ I will provide a presentation or reflective essay to the club/organization I traveled on behalf of upon my return.
- _____ I am responsible for the prompt return of any funds not used on approved event by my group.
- _____ If I am approved for reimbursement by club/organization advisor, I will provide receipts for expenses I incur and complete the Student Expense Report. I will be responsible for any expenses that are greater than the amount listed on the Student Expense Report for specific items.
- _____ If requested, I will provide reasonable proof of my attendance through notes, handouts, photos, etc.
- _____ In the event that I am unable to attend approved event, I am solely responsible for paying back any and all funds approved to be spent on my behalf and all cancellation fees regardless of illness, accident, conflict of schedule or any other reason at the discretion of decision makers.
- _____ Although I have the ability to find an approved replacement to attend the planned event in my absence, it is to the club/organization advisor's discretion the conditions of such replacement, the time frame I have to find a replacement and my release from this contract.
- _____ I hereby waive my right to appeal the decision as to amount owed in the event of not meeting the requirements named above.
- _____ I authorize the ability to enforce returning said funds by any means within the club/organization advisor's discretion that includes but is not limited to putting a hold on my transcripts and registration.
- _____ I hereby acknowledge I will abide by the overnight travel guidelines, including:
- Book rooms in such a way to share/save expenses (two, three or four to a room).
 - No guests (family members or friends) may share accommodations.
 - Advisor should work with students for gender and age appropriate room accommodations.
 - Whenever possible, an advisor should accompany students on school-related functions.
 - Out of state travel must be accompanied by an advisor.

Signature

Date

Submit completed form to the Coordinator of Student Engagement and Activities.

Updated 8/1/2019