

**BROOKDALE COMMUNITY COLLEGE
COLLEGE REGULATION**

6.7000R**I. Title of Regulation**

Foreign Travel

II. Objective of Regulation

To insure that College sponsored foreign travel is implemented in such a way as to serve the best interests of participants.

III. Authority

Bylaws of the Board of Trustees, Section 3.3034(m)

IV. Regulation Statement

Foreign travel refers to travel outside of the contiguous 48 states. The following are the requirements for foreign travel:

- A. Each trip involving foreign travel sponsored by the College must be approved by the President prior to announcement of such trip.
- B. The Dean of the unit proposing a trip involving foreign travel is responsible for the implementation of all requirements concerning foreign travel. Trips primarily designed for students as student activity are the responsibility of the Dean of Student Development. Trips designed primarily for non-student community members are the responsibility of the Dean of Community Services. Trips involving the earning of College credit are the responsibility of the appropriate Institute Dean. The Dean of the unit forwards a recommendation concerning a trip regarding foreign travel to the Vice President for Educational Services who in turn forwards his recommendation to the President.
- C. The proposal for foreign travel must include the times, dates, places to be visited, and activities to be carried out during the trip, including complete itinerary and travel arrangements.
- D. The proposal must include cost details indicating what the cost per participant will be. All foreign travel costs must be covered by participants.
- E. The proposal must indicate the name of the person going on the trip who will exercise general responsibility concerning the trip.
- F. The proposal must include a memorandum from the Director of Campus Services indicating the status of insurance coverage for those on the trip. All foreign travel must be covered by sufficient insurance in the judgment of the Director of Campus Services.

- G. A list of the names, addresses and telephone numbers of all participants as well as the local contact persons for all participants must be retained by the dean proposing the trip so that contact with families of participants can be made if necessary.

V. **Responsibility for Implementation**

Vice President for Educational Services

Approved: President
10/7/80
Effective: 10/7/80