

## Field Trip Guide

### Preparing the field trip

1. Course fees are set one year in advance. Work with your department chair to ensure that the variable fee will be adequate for the trip you anticipate taking.
2. Set pedagogical objectives, location, and itinerary.
3. Discuss proposed dates with department chair, other instructors/coordinators to identify and resolve any conflicts. Set date.
  - » Blackout dates are – Career Fair as well as the first and last weeks of class.
  - » A maximum of two days can be missed from class, four days with a weekend. If the field trip is for studio that meets on Wednesday afternoon, the field trip could leave after 1PM and travel through Sunday.
  - » All trips that require missing more than two class days need to be approved by the Associate Dean for Academic Programs before the semester begins.
4. Set budget that anticipates expenses and that is consistent with the course fee. The final fee is typically communicated the third week of the semester or upon request of your Business Administrator.
5. The faculty is responsible to book lodging and travel after confirming student participation. Provide an invoice, a contract/agreement and a credit card authorization form to department's Business Administrator. If the final billing is \$25,000 or greater, a minimum of three quotes is required.
  - » **Under no circumstances should a faculty hold rooms with a personal credit card. University policy does not allow this. Additionally, faculty rooms cannot be paid in advance if they are not staying with the students.**
  - » If travel is by bus, you must use CIT Transportation. The faculty member will need to send their Business Administrator all of the specifics because the reservations are done through Procurement Services. The Business Administrator needs to provide the Worktag and Department Detail.
  - » If travel is by university vehicle use ISU transportation services. The faculty member will need to send their Business Administrator all of the specifics. Faculty will have to set up a profile under Agile Fleet Commander (if they have not already done so) before they can use an ISU vehicle. If there will be students driving, they too will need to set up a profile, along with an MVR check and driver's training for a 15-passenger van. To set up profile go to Transportation Services <Make a Reservation <Sign up Now <fill out User Registration and Submit.
  - » If travel is by air, work with one of two contracted travel agencies to secure a flight option. Corporate Travel Partners, [isutrael@ctptravelservices.com](mailto:isutrael@ctptravelservices.com) or 855-261-7787 or Key Travel, [iowastate@keytravel.com](mailto:iowastate@keytravel.com) or 646-289-6836. After finalizing the flight plans with the travel agent, provide your Business Administrator via email with the flight information and cost. To rent vehicles for local travel after flying to another city, faculty can book vehicles using the [ISU Enterprise Corporate Rental Contract](#). Student drivers must be over 21 years old. Please work with Kristie Romsdahl in ISU Procurement Services to arrange the rental, (515) 294-5641, [romsdahl@iastate.edu](mailto:romsdahl@iastate.edu).
6. Students in courses 400 level and up can be asked to make their own travel arrangements. When students are responsible for their own travel, the "Waiver" must indicate that the trip doesn't officially commence until students arrive at the hotel booked through ISU. Risk Management has approved this provided that hotel arrangements are booked by the faculty and paid for via course fees. Note: If course fees are to be used for student travel costs, all students' travel arrangements must be done the same way.

### Beginning of semester

1. Inform students when the field trip will take place and how much the field trip will cost.
2. Ensure that students know that they are responsible for coordinating with financial aid.
3. Provide students with the field trip "Responsibilities" to read and they must also read and sign "Conditions" and "Waiver Form." These forms are found on the College's website under Faculty & Staff Resources <Field Trips. It is the faculty member's responsibility to collect and provide the forms to their Business Administrator. These forms are required by the University and constitutes a commitment that allows travel and lodging arrangements to be finalized. By university policy, no student is allowed to participate in a field trip until these forms are submitted. These forms only need to be provided once for a course in a semester of travel. New forms must be submitted in future semesters.
4. Provide your Business Administrator with a list of students who will attend. The Business Administrator in turn will generate a letter that students can show to their other instructors/employer. Please note that according to university policy, if a mutually satisfactory agreement between the instructors and the student cannot be reached, the student cannot be required to attend the field trip or be penalized for missing the field trip.
5. Provide the hotel with a rooming list.

### Operating the field trip

1. Faculty members are responsible to be "on-duty" for the entire duration of the trip. Faculty should travel with copies of the field trip waivers signed by students. Originals stay with the Business Administrator.
2. Faculty meals consumed during the field trip are covered by the course fee as part of the field trip as well as costs for faculty travel, lodging, and directed activities for the entire class. All of these should be included in the budget. Faculty meals will be reimbursed for the actual cost of the meal but no higher than the rates set for each day by the university. <http://www.controller.iastate.edu/travelinformation/faq-meals.htm> Receipts do not need to be submitted however actual costs must be listed even if more than the day limit. Faculty must be in "travel status" during the set time to claim meals.
3. Faculty expenses for small group and extra activities will not be reimbursed.
4. Collect all receipts including one for hotel/lodging.

### The week after the field trip

1. Submit hotel/lodging receipt to your Business Administrator.
2. To submit expenses for reimbursement, please work with your Business Administrator on process to use.
3. While meal receipts do not need to be submitted with the reimbursement form, faculty should keep meal receipts in case of an audit.