

Penn State DuBois Club and Organization Travel Policies

1. Using Club Money
 - a. If a club plans to use club money for travel...they may not purchase or be reimbursed for alcoholic beverages.
 - b. If club money is used to pay a bill, a copy of the bill is needed for the University's records. You will also need to complete a payment/reimbursement form. See Barb Holt for more info.
 - c. If a cash advance is needed, please make your request at least one week in advance. In addition, a receipt or the actual funds must be returned to the University in the total amount that was taken for the use of the trip.
 - d. The total amount that any one-club member can take as a cash advance is \$500. If more is needed, two individuals will have to take a check. It is preferable that the club advisor request the cash advance.
 - e. Students who take a cash advance must understand that they immediately become responsible for that cash. If the cash or receipts totaling the original amount is not returned to the University immediately following the trip...the individual who took the cash advance will have to repay that amount. If they do not repay the amount due, their records will be placed on hold.
2. Chaperones
 - a. In most cases traveling with-in the country does not require you to have an advisor present...however, you must clear this with the office of Student Life before traveling without an advisor, in some instances it will be necessary to have someone present. You will also have to have emergency numbers for all traveling with you and have contact information for Rebecca Pennington or Sean Kelly while you are away and an emergency should occur.
 - b. New policies handed down from Risk Management do not require you to have an advisor present on out of country travel in most cases, however, the Office of Student Life and the Office of Student Affairs strongly recommends that you do have an advisor present. The office of Student Life will need to have a copy of the itinerary, flight information (if applicable), hotel information and phone number, and emergency phone numbers for all students attending. You will also have emergency contact information to be able to reach either Rebecca Pennington or Sean Kelly while you are away and an emergency should occur.
3. Eligibility
 - a. In most cases only Penn State DuBois students are eligible to attend University sponsored trips. In some instances exceptions may be made to allow a students immediate family member to attend (sister, mom, dad, husband, etc), see student affairs for exceptions. Friends and other relatives are not able to go. Those students traveling with family members will be responsible for those family members and held accountable by the University. The individuals who are on these trips are representing the University.