



King's University College Students' Council

CLUB TRAVEL POLICY

EFFECTIVE	April 29, 2024	SUPERSEDES	N/A
AUTHORITY	The Board of Directors	RATIFIED BY	The Board of Directors

1.00 PURPOSE

1.01 The purpose of this Club Travel Policy is to set out the procedures that must be followed by any club of the King's University College Student Council (a "**KUCSC Club**") seeking to organize a KUCSC event that includes travel. This Club Travel Policy applies to each KUCSC Club and all individuals acting on behalf of a KUCSC Club. .

2.00 TRAVEL PROPOSALS

2.01 KUCSC Clubs shall be allowed to travel to events outside of the City of London, to a maximum of two hundred and fifty (250) kilometres, whilst remaining in Canada without submitting a travel proposal.

*Outside of London, Ontario within 250 kilometers the Club Coordinators must be in attendance of the event to provide supervision and oversight of the event

*For trips that are international, it is the club facilitator's responsibility to find a member of the College to ensure a chaperone is able to present for the trip.

2.02 (a) A KUCSC Club that is interested in arranging an event that will occur outside of the two hundred and fifty (250) kilometer limit as prescribed in Section 2.01 must ensure that all travel and accommodation particulars are booked through Ellison Travel & Tours Ltd or another travel agency pre-approved by KUCSC.

(b) Notwithstanding Section 2.02(a), only the General Manager of KUCSC shall communicate with the approved travel agency on behalf of a Club, and any contract executed with the travel agency and/or any third-party service providers (such as a transportation or accommodation provider) must be executed by the General Manager of KUCSC on behalf of KUCSC.



King's University College Students' Council

Travel Policy

2.03 All Clubs must present a rationale, itinerary, and budget for an event (collectively, the “**Proposal**”) to the VPSE, the Clubs Coordinator, and the CFO of KUCSC no fewer than ninety (90) days prior to the proposed date of the event.

(1) The decision to approve or deny a Proposal must be made by the VPSE, the Clubs Coordinator, and the CFO of the KUCSC no later than fourteen (14) business days after the Proposal is submitted. Each of the VPSE, the Clubs Coordinator, and the CFO must approve a Proposal for the event to occur.

(i) If the proposed itinerary is deemed by the VPSE and/or Clubs Coordinator and/or CFO to be incomplete or any of such individuals requires further information, an amended Proposal can be submitted within seven (7) business days of the notice of incompleteness.

(2) The proposed itinerary must be in line with the KUCSC mission, values, and strategic vision of the organization.

2.04 Any and all Club Members taking part in an event that requires travel shall be required to complete and sign the Emergency Contact form and appropriate liability waivers, and submit a completed and signed form and waiver to the General Manager of the KUCSC prior to the date of the event. A copy of these documents will be kept by the General Manager of the KUCSC, and by the relevant Club.

2.05 Any and all Club Members taking part in an event that requires travel outside of Ontario shall be required to purchase medical insurance for the duration of the trip. In addition, the insurance provider of KUCSC shall be contacted prior to the event to confirm that that activities proposed during the trip are covered by the KUCSC insurance policies.

2.06 The Proposal must include the following:

- (1) The name of the Club that is intending to travel;
- (2) The destination(s) that the Club intends to travel to;
- (3) The expected number of people travelling on the trip;
- (4) The duration of the trip, including the number of nights;



King's University College Students' Council

Travel Policy

(5) The purpose of the trip outlining how it is in line with the KUCSC mission, values, and strategic vision of the organization. ;

(6) A basic travel itinerary including stops, or events; and

(7) A list of staff, faculty members or professional advisors who are planning to travel with the group.

(8) The name and contact information of at least two (2) individuals who will be the contacts for the group for the duration of the event.

(9) The travel and accommodation details.

(10) The detailed budget for the trip.

(a) In the instance that the travel is out of the country, at minimum, 1 faculty, staff, or professional member must attend

3.00 PROCEDURAL AUTHORITY

3.01 Further procedures necessary for the effective and efficient implementation of this Travel Policy (collectively, the "**Procedures**") shall be established and amended as necessary by the KUCSC Board of Directors.

(1) The scope of such Procedures shall be limited to the scope of this Policy.

(2) In the event of any conflict between the Procedures and this Policy, the terms of this Policy shall prevail..

(3) Any new Procedures and amendments to any existing Procedures must be approved by the KUCSC Board of Directors before taking effect. The KUCSC Board of Directors shall have final authority relating to this Policy and any Procedures.