



OKLAHOMA CITY COMMUNITY COLLEGE

TITLE: ADMINISTRATIVE PROCEDURE NO. 5061

TRIPS SANCTIONED BY THE COLLEGE

For trips provided and arranged by an outside agent and approved by the Vice President for Student Services, the following criteria must be met:

1. Outside agent must provide written statement as to liability and responsibility for each segment of the trip, i.e., deposit, transportation, tips, lodging, meals, etc.
2. A full-time professional employee of the college must be designated as sponsor. If the responsibilities associated with leading the trip are appropriate to the employee's position, and with the approval of the appropriate supervisor, he/she will not be required to take vacation or non-paid leave. With the approval of the appropriate vice president, College funds can be used for the designated sponsor's expenses.

Effective: 01-20-1994