# Studio Trip Guidelines

The funding is intended to cover group costs (transportation, hotel expenses, group activity fees, etc.) The faculty determine the trip destination and put together a budget for the hotels, vehicle rentals, fuel, transportation costs (flights, etc.).**\*\*** If part of the itinerary will include Group Activity Fees (such as entrance fees, special activities, museum entrance, etc.) where several entry fees are being paid, the Assistant to the Dean will try to make those accommodations so the entry is easy and the costs are included with the trip expenses.

This is the link for the travel policy <https://nebraska.edu/travel/travel-policy> .

* Faculty contact Fox World Travel for group travel for **10+ seats**:
  + For groups of 10 or more that require only flights, contact Fox World Travel for group travel flights at: [foxgroupairsupport@foxworldtravel.com](mailto:foxgroupairsupport@foxworldtravel.com) [800-236-5095](tel:+1-800-236-5095)
* Nathan Stastny [nstastny2@unl.edu](mailto:nstastny2@unl.edu) , 402-472-9211, books flights (groups of **9 or less**), and estimates from transportation services
* Kendra Messer [kmesser2@unl.edu](mailto:kbateman3@unl.edu)  , 402-472-9216 books hotels and museums, etc.

Designated Drivers need to book vehicle reservations: The Fleet Management travel link if the trip includes renting University vehicles - <https://fleetmanagement.unl.edu/>

* Procedures for obtaining transportation for students on official University travel are the same as for other University travelers except that, because of the liability, the **use of personally owned vehicles will not be approved**. Refer to the [Driving and Motor Vehicle](https://bf.unl.edu/policies/driving-and-motor-vehicles) policy site for additional information, including online forms.

If you are anticipating renting a bus the process needs to be started at least 30 days in advance.

* The students are asked who will be participating and are given an estimate of the cost they will need to pay.  This is the reason for the budget so the students have a good idea before committing if they are able to participate.

Once the numbers of students traveling has been determined the travel agreement form is signed and the amount agreed upon.  Each student gets a ‘reduction’ off the total cost of their portion they pay to the CoA.  Student payments are required to be made **prior** to the studio travel taking place.  Payments should be made to the Dean’s Office, not to the faculty.

* GLAs are not eligible to travel on the studio trip without prior approval. If GLAs are permitted to attend, the travel expenses are their own responsibility and are not paid by the college. A paper pre-trip authorization must be completed and signed by the program director.

The students that have a financial need can submit a confidential, online request which gets reviewed and approved by the Dean through this link. <https://architecture.unl.edu/studio-travel-support-request>. Those financial awards are deducted from the base amount they owe the CoA for the trip.  The students will not receive money back if the cost of the trip is less than the amount awarded.**\*\***

Student trip insurance needs to be submitted at least a week prior to the trip:  [**Student Field Trip**](https://app.frevvo.com/frevvo/web/tn/nebraska.edu/u/e08273c4-8403-402d-8774-dcad2f0bbfd7/app/_JWWJoQpoEeufEZj6vrN7WQ/flowtype/_K0AjcT2jEeyOWMQUTGCqWA/popupform)

Travel changes of flights need a minimum of 2 weeks-notice for changes.

Hotel rooms are to be shared (3 - 4 per room) of same-gender students to save costs.

* Students requesting individual/separate rooms will be assessed the additional costs of the hotel room (the cost will not be distributed among the group of students)

Alcohol is **not** allowed on studio travel with students.

All incidentals during the trip need to be reported to Robyn Goodwin and communicated to the students if there will be additional charges.

All charges during the trip (fuel, group activities not paid prior to the trip) need to be incurred by the faculty member for reimbursement upon return of the trip.

If a faculty member requests that a GTA or GLA attend the studio trip, the expenses would need to be covered by the GTA/GLA and not by the college.  The trip is not a requirement of the position.

**\*\***Meals, snacks, Uber/Lyft outside of the group activity, etc. are personal expenses of the students and are not reimbursable items. Any expenses/activities that are not part of the group travel will be considered a personal expense and not considered as a reimbursable item.