f. Travel Policy

Student Organization Policy

- All organizations planning to travel to any destination outside of Macon for the purposes of the organization (volunteer activities, workshops, conferences, meetings, retreats etc.) MUST FILL OUT a Travel Form located in the addendum of this handbook and return to the Campus Life office no later than 48 hours before the date of travel. The Director of Campus Life may request a meeting to discuss all travel plans if deemed necessary.
- To receive bear grant refunds travel forms MUST be submitted PRIOR to the trip.
- All student organizations recognized by Campus Life should have an advisor in attendance during any travels that takes the group over 60 miles away from Mercer University in Macon, GA.
- All organizations that plan to stay overnight for any trip that is directly related to the organization (whether funded or not funded by SGA) should have an advisor present.
- If a student organization wishes to proceed with an event and have no advisor present they can request by having the advisor of the organization write a letter (email) to the Director of Campus Life (Carrie Ingoldsby) 48 hours prior to the scheduled event. This letter/email must include in the following information:
  1. Date, Time, location and description of the Event
  2. Who is responsible for any funding during this event? Personal or SGA?
  3. What are the risks associated with traveling?
     A. What steps the organization is going to take to alleviate any risks?
  4. Who is responsible in case of emergency, during the schedule event?
  5. What type of transportation will be provided?
     A. Who will be providing the transportation (i.e student driver, company (ex. C&H bus line), etc.)