



# Student Government

## RIT Croatia Student Travel Policy

The travel policy aims to facilitate student club activities while ensuring responsible financial management. The policy outlines the procedures and requirements for planning and participating in student club related travel.

By following the student travel policy, clubs can ensure their travel experiences are safe, well-organized, and enriching for all participants.

### Transportation:

- When planning the budget for the club activities, if necessary, students should **plan in funds to cover their transportation** costs, if activities take place outside of Zagreb or Dubrovnik, respectively.
- **Public transportation** should be the first option. If public transportation is not available, students should look at **organized travel through a travel agency**. If travel by car is the only available option, gas and tolls are acceptable costs, for which invoices need to be submitted in order to be covered from the club budget.
- Transportation bookings need to be done at least **one month before the trip** to secure the best rates and availability.
- For all student club travel, each student participating should sign the **Liability form**. The club president is responsible for distributing the liability forms they will receive from the advisor among the club members and submitting the signed form to the advisor before traveling.
- Please note that for safety purposes, RIT Croatia will cover only travel that is part of an organized arrangement **and no individual travel arrangements can be covered**.

### Accommodation:

- When planning their club activities for the academic year, if necessary, students should **plan in funds to cover their accommodation** costs for multiple-day activities.
- All accommodation bookings need to be done at least **one month before the trip** to secure the best rates and availability.

- Accommodation expenses need to be presented by the club president and approved by the SG and student club advisor. When submitting accommodation requests look at securing up to **three potential options** without compromising safety, cleanliness, and convenience.
- Encourage club members to **explore alternative accommodation options** such as hostels, Airbnb, Bed and Breakfast options which may be more economical than traditional hotel expenses.
- Accommodation should be in **standard rooms** (not seaview, deluxe, or suites).

**Safety:**

- All organized 1-2 day trips need to have an **assigned faculty/staff member** who will be overseeing the trip. The assigned faculty/staff member needs to send their written confirmation via email before the trip to the SG and student club advisor.