# STUDENT TRAVEL GUIDE

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1.1 Local and Overseas Trips Proposals:
All local or overseas trips organized by student clubs or associations must be approved by the OSD. However, if an organization wants to plan a trip, they shall first consult the SU to avoid scheduling clashes. Student organizers are asked to provide a proposal for their planned trips. The deadline for receiving trip proposals is normally two weeks prior to the semester. This is communicated to the organization’s president via email. No proposals will be accepted after the announced deadline. Your proposal should include:

i) A detailed Program: The day-to-day program shall target a clear educational purpose, be interactive, and meet the needs of the students. The minimum contact hours should not be less than 6 hours per day. Only one free day is permitted. Bear in mind that two trips cannot go to the same destination simultaneously. Moreover, as of Spring 2015, overseas trips should have one destination/ one country only since the logistics involved in moving from one country to another overloads the program.

ii) The cost of the program per student should be calculated. Students should adopt a break-even model and be aware that organizing a trip is a service to their fellow students. Hence, no profit should be made out of it. The full cost of the trip shall include the following:

1. Cost of staying at a decent hotel (minimum five stars locally and three or four stars overseas)
2. The program should mention the occupancy (double or triple) and explain that when announcing it to the students.
3. Cost of hiring a facilitator or a trainer if the program entails structured sessions. It is very much encouraged that students integrate an experiential learning component in their programs.
4. Cost of medical insurance and accidents.
5. Cost of issuing visas, if students are traveling abroad.
6. Students are allowed to add a full cost of one person to the overall cost of the trip to cover 50% subsidy for two organizers.
7. Accommodation in single occupancy and transportation for the chaperon must be part of the trip’s cost. However, the OSD shall cover the chaperons’ per diem, emergency fund, and any other chaperon-related expenses. The free tickets shall go towards the chaperon(s).

Students should be aware that their proposal should include offers from any three travel agencies. They are encouraged to consult the AUC Travel Office to get any suitable offers. The maximum number of participants; including the chaperons and the organizers; is 50 people and the minimum is 15. However conferences, professional development trips and retreats could have a less number of participants, as they are developmental programs.

1.2 Trips Selection:
Student organizations are requested to submit their trip proposals two weeks prior to the beginning of each semester. Upon receiving the proposals, the OSD’s trip committee in consultation with the Student Government will choose the best proposals within the limitations agreed upon each semester. The choice will be based on the merit of the proposal submitted. Once the choice is made, the student group is notified to proceed with organizing the trip.

The decision depends on many factors among them the budget, and the office’s capacity for the maximum number of trips allocated every semester, in addition to the safety and risk factor, history of the club in running successful trips and the relevance of the trip to the mission of the organization. The office does not approve trips to destinations of war zone, disease inflicted areas, and areas where drugs and sex are legalized.

Trips held in the winter are submitted with the fall proposals and trips held in the summer are submitted with the spring proposals.
1.3 Trip Application Form:
Students registering for a trip must sign the travel application and rules and regulations forms upon making the payment. Students under 21 years of age must have the form signed by one parent or a guardian and submit a copy of the national ID. Students who fail to return the form will not be allowed to participate in the trip.

1.4 Student Participation:
Student reservations are on a ‘first-come, first-serve’ basis, with no more than 50 participants for local or international trips. Participation in AUC trips is open to only AUC students. This is due to the cost incurred by the University to support student trips and the liabilities thereby involved. The only exception is when trips are to be organized to Saudi Arabia, since each female participant is only granted a visa if she is accompanied by a male first-degree relative. Student organizations planning any local or international trips should be aware that only their members are permitted to participate in their trips.

The list of participants needs to be submitted to the OSD before the deadline set for each trip. The list should include the participants’ ID numbers, phone numbers and emergency contacts. In addition to other documents such as the trip application form, rules and regulations form, etc. For the full list of requirements, see p. 18-23.

Failure to provide such information could result in cancellation of the trip without prior warning and at the OSD’s sole discretion. It is imperative that this list be submitted on time to secure travel insurance for each participant. Chaperons shall ensure that the participants present at the time of departure are the same participants on the list submitted to the OSD. Any student whose name does not appear on the list will not be allowed to participate in the trip.

1.5 Insurance:
According to regulations, all traveling students should have travel insurance. The OSD shall coordinate the travel insurance for all participants appearing on the final list with the Travel Office granted all previous requirements have been met. The list of participants should be submitted four working days prior to the trip for local trips to issue the insurance.

Overseas trips require an additional medical insurance. The OSD is responsible for making sure that insurance payment is made along with the travel company. Copies of the medical insurance are given to the chaperons of the overseas trips.

1.6 Selection of a Travel Company:
Out of the three travel offers submitted by the students, one is selected as the best offer based on price, and quality of service, history in delivering proper services, etc. The selected travel agency is not permitted to accept any travel requests from AUC students not listed in the official AUC list. If this is detected, a financial penalty shall be imposed on the tourism company since this may be misleading to the University, the students, and their parents.

1.7 Deposit Payment and Refunds:
A WBS account at the CIB is set up for each trip. The organizers are responsible for making sure that payments are made at the CIB. Payments and refunds are made by the Controller’s Office and they have to follow the signed contract with the selected travel agency. Refunds are made after the trip is implemented. It takes about two weeks to setup a WBS account and about three weeks for the refund to be made.

1.8 Trainings and Retreats:
Certain training companies have remote locations for experiential trainings. In this case, the organizers of the training may make arrangements to stay in the training facilities by making a contractual agreement with the training provider, which must explicitly state the expected type of lodging and the cost per person. It should also state all details of the trip including the payment scheme, the responsibilities of the implementing companies, penalties, etc. Transportation should be organized either through the travel office or the AUC transportation service provider. All such arrangements require approval of the OSD.

1.9 Outings:
Student organizations often plan some outings throughout the year. Outings are usually planned in areas within Greater Cairo, and are primarily for purposes of socializing among members. It is important when submitting the activity sheet for an outing to include all the required details, such as the outing program, the number of participants, and the names list. The University mandates that an accident insurance be provided for every student appearing on the final list of participants. Every outing has to have a chaperon: either a faculty or a staff member. Transportation to the place where the outing is held should be arranged either through the AUC Travel Office or the AUC transportation service provider.

1.10 University- Sponsored Travel:
The OSD may organize certain trips overseas for students to participate in cultural festivals, or attend a student conference, or visit another university abroad. In this case, the OSD handles all arrangements related to the trip. These include selection of students in accordance with approved criteria, planning the program, paying for the insurance, and arranging the accommodation and air travel through the Travel Office. Whenever possible, students may receive a partial subsidy towards the cost of the trip.

1.11 Independent Student Travel:
Quite often students are invited to conferences or conventions abroad. Such invitations should be linked to the study of a particular discipline, or focal area of a student organization. Students are encouraged to discuss such travel plans with their parents or guardians, especially if they are below the age of 21. Yet, it is important to note that any personal travel is the sole responsibility of the student, without any liability or responsibility on part of the American University in Cairo. Egyptian male students who need a military permit to travel abroad should do so on their own through the Military Zone they are affiliated to. Students are entitled to get a registration certificate from the Registrars Office in accordance with its rules and regulations. As a matter of basic policy, the OSD does not issue any letters to any entity inside or outside AUC to facilitate independent travel since this creates great confusion with regards to who is accountable for the travel arrangements. Students planning to travel in groups on their own are not permitted to use any of the University facilities to advertise for their planned travel since these are unofficial trips. This is a serious violation to AUC Code of ethics since it could be very confusing to parents and to the students, and may impose a liability issue on part of the AUC.

1.12 Safety and Security:
All local trips need a clearance from the safety department and some destinations are not allowed depending on the security situation in the country. Some destinations will only be allowed via flights. As for international trips, some destinations might have some political disturbances or insecure situation, so the OSD consults with other offices and embassies advisory to assess the situation. In case of any safety concern, the trip will be canceled.
2) Organizers’ Responsibilities:
The head organizer should be one of the key officers of the student organization organizing the trip. He/she should demonstrate strong leadership qualities, and should have experience in handling trips, as well as a record of efficiency and dependability. The head organizer is usually assisted by a crew of fellow students to help him/her execute his/her responsibilities. As representatives of the University and the SU, organizers should do their best to protect the reputation of their students and the university at all times. The following are the key responsibilities of the organizers:

2.1 Program:
Organizers should do their best to arrange a comprehensive and creative program that makes it worthwhile for participants. Remember, you want the student to leave with a positive attitude towards student-organized trips.

2.2 Rules and Regulations:
The organizers should ensure compliance with the following rules:
A fair process shall be in place for the selection of travel agencies and the enrollment of student participants, and that involves:

1. Informing participants of regulations and expectations prior to departure. The organizers should play a positive role in assisting the OSD complete all the travel applications, visa requirements- if applicable, and waiver forms.
2. Ensuring the compliance of the trip program and all relevant University policies, as well as all government laws country where the trip is headed.
3. Organizers must ensure the delivery of agreed- upon services to participants at the agreed- upon price.
4. Exerting all possible effort to ensure the safety of participants. In case of an emergency of any kind, the organizers should first ensure the safety and security of the student(s) involved. They should then immediately contact the Chaperons, who are provided with a list of emergency numbers prior to departure.
5. Seeking out the chaperon's advice in regards to any emergency during the trip.
6. Reporting any difficulties they may have experienced either in the planning or in execution of the trip.

3) Participants’ Obligations:
The weight of the responsibility for proper conduct falls on the individual student, in whom the university places the trust of its community. As such, participants should follow these few guidelines:

1. Members of the university community must accept responsibility for conducting themselves in a proper manner at all times during the trip.
2. Participants should be aware of the fact that they represent the university at all times.
3. Participants are required to stick to the program. On international trips, it is important to note that once the chaperon hands over the boarding passes to students at the airport, it becomes the sole responsibility of the student to remain with groups so as not to miss the flight. Students are required to use the transportation provided in the trip program. This may not be changed even in the presence of parental permission because the insurance coverage is only valid when AUC explicitly declares the route of the trip prior to its departure.
4. Students should abide by the University Drug and Alcohol Policy and any other specified regulations on student conduct as outlined in this handbook (see p.7).
5. Students should submit their passport to the chaperon upon check in at the hotel to be kept in the safe, they can take it only to exchange currency from the bank and purchase a mobile line and return
it at once. The passport will be given back upon hotel check out.

6. Lodging could be double room based or triple based depending upon availability and program initially set by the student organization.

4) Chaperon’s Responsibilities:
The OSD shall select chaperons for all the trips. A given faculty or professional staff member may chaperon a group for overnight trips, only once per academic year. The number of chaperons depends on the number of participants, with a ratio of one chaperon to every fifteen students. For trips abroad, the chaperon should have had the experience of chaperoning a trip in Egypt first. It is also recommended that the chaperon has previous experience in the country to be visited.

The chaperon is the link between the students and the University. Below is a list of responsibilities that the chaperon bears:

1. Prior to the trip, it is imperative that the chaperon meets with the coordinating student organization and other supporting University departments such as the Security and Safety Departments, the Travel Office, the AUC’s Clinic, and the Risk Management Unit. This is so since the chaperon should know who to contact and what to do in case of an emergency.
2. During the pre-departure meeting with the students, the chaperon communicates the program details to all participants. This should give everyone a chance to discuss trip arrangements and expectations of conduct.
3. Upon departure, the chaperon is responsible for ensuring that the participants who are present at the time of departure correspond to the list of participants as submitted by the organizers to the OSD. Participants are not permitted, under any condition, to select a vehicle on their own (unless it is a medical emergency). Students going on their own will have their accommodation cancelled, and they will forfeit all their right for refund, and may be subject to further disciplinary action.
4. The chaperon is there to assure the safety and well-being of the students. The chaperon can expect the student organizers to handle most situations throughout the trip. However, students are encouraged to seek the chaperon’s advice, and the chaperon should intervene whenever he/she deems it necessary. He/she is also expected to play a key role in case of emergency.
5. The chaperon makes sure that the activity ends as planned and agreed upon previously.
6. The chaperon is expected to serve as role models for students and to ensure that students’ behavior complies with the AUC standards. In order to facilitate the chaperon’s task, the OSD shall provide a letter addressed to each of the hotels where the group will be staying informing the management of the chaperon’s responsibility of the group and to the University.
7. The chaperon shall enforce all relevant regulations, including the University Drug and Alcohol Policy. Hence, students are not allowed to drink alcoholic beverages on University trips, (Please refer to the code of conduct and drugs and alcohol policy).
8. Within one week of their return, chaperons are requested to fill out the Trip Report Form supplied by the OSD. Any perceived irregularity or suggestions for the future will be noted on to help with future trips.
9. This is all is stipulated in a form that is signed by the chaperon prior to the trip.

5) Violations of Proper Student Conduct:
Participants are expected to comply with the AUC conduct guidelines, as stated in the student Handbook. Violators of the code of conduct will be subject to disciplinary action, and may be banned from participating in any social activity. Reported cases of misbehavior are taken quite seriously. Chaperons have the right to confiscate the ID of the student, take action against the violating student(s) in case their
behavior becomes disruptive to the trip program. This includes verbal and written warning to the students, or referral to a disciplinary committee. Chaperons may take additional measures in consultation with the AUC administration to address any excessive disruptive behavior. They should report any violation upon returning to the University. Types of misbehaviors include fights, sexual harassment, quarrels, disturbance, violations of Drug and Alcohol Policy, or verbal/ and or physical aggression.

6) The University Drug and Alcohol Policy:
As stated in the AUC Student Handbook,

"University Drug and Alcohol Policies and Procedures: In light of article 34C-4 of the Egyptian Drug Law, which provides severe penalties for anyone convicted of possessing, buying, selling, handing over, transmitting, presenting for consumption, or trading drugs in educational premises; in conformity with requirements of the US Drug Free Workplace Act of 1988, which is applicable to all institutions receiving grants from the US government, including AUC: in conformity with the US Drug Free Schools and Communities Act amendments of 1989 (Public Law 101-226): and because of our own desires, it is the policy of AUC to prohibit the manufacture, distribution, dispensing, possession or use of any controlled substance (drug) or alcohol by students and employees of AUC, on the AUC campus or at student activities. Disciplinary action for violations of this policy may range from warnings to participation in rehabilitation programs to dismissal. Alcohol Policy: As a matter of standing policy, AUC has long prohibited any use or dispensing of alcohol whether prohibited by law or not, on the campus and in student activities. Egyptian law prohibits the serving or drinking of alcohol in public places except in hotels, tourist establishments and clubs of a tourist nature. AUC's policy is not only to conform to that law by prohibiting any unlawful possession, use or distribution of alcohol by students or employees on the AUC campus, but also to preclude the presence of any alcohol in student activities. Dangers of Drug and Alcohol Use: Drug and alcohol abuse is a serious problem in society at large, including schools and universities. The use/abuse of alcohol, drugs and pharmaceuticals can create addiction in users with permanent harmful physical and psychological consequences for individuals and for unborn children. Family members also can be adversely affected by behavior resulting from such use of these substances."

7) Steps for Local or International Trips:
1. Send the OSD the travel request form two weeks prior to the semester to studentorgs@aucegypt.edu. The trip proposal should be in accordance with regulations listed in the top of the document.

2. The selection process is done through the OSD trips committee, which has student government representation in it. The committee meets second week of the semester. If your proposal is selected, you should obtain three offers to choose from. Select the best offer based on the quality and price of the offer. The offer should be valid to till the date of the deadline for money collection.

3. Inform the OSD of your preferred choice with proper justification and pick up your approved activity sheet along with the trip package, which includes the trip application form, the waiver form, the student information form, and the student list form.

4. Reserve a booth to invite students to participate in the trip. This should be done at least two months prior to international trips and one month for local trips. You should submit all the filled out applications before the deadline set by the OSD.

5. You should carefully plan the process of trip fees payment by participants at the CIB in the assigned WBS account for the trip. Obtain the collection advice from the OSD, which may vary
from student to student based on the fact that some need visas while others do not besides the room type (double or triple). Once payments are received, an internal contract will be signed between the students and the OSD advisor in addition a legal contract is signed with the implementing agency based on the offer.

6. The same procedure shall be followed when organizing the students to obtain visas from respective consulates of the countries to be visited. Organizers must make sure that all students carry the needed documents prior to the interview, such as bank statements, past visas, University registration certificates, etc. Organizers should make sure that participants show up on time for their visa interviews. Any late submission of the required documents could result in cancellation of the student reservation. AUC is not responsible though for the visa acceptance.

7. It is obligatory to make sure that all participants are clear of any academic or social probation. Priority is given to first comers; as such activities serve on first-come-first serve basis. The number of participants can not exceed the limit set by the OSD. Remember that the number of chaperons and organizers is included in the 50 person-maximum limits. The ratio of chaperons and organizers is 1:15.

8. Prepare the final list of participants who made payments. This should include the full name in both Arabic and English languages, ID and contact numbers, to be used in case of emergency.

9. Assist the chaperon in accordance with the responsibilities spelled out in this document (see p. 22-23).

10. Prepare the trip evaluation sheet, and make sure that they are filled out.

8) Steps for Outings:
Organizers shall integrate their outings in the club plans that are to be submitted two weeks prior to the semester.

1. Make sure that the faculty advisor approves of the outing and its program.

2. Fill out the activity sheet at least 15 working days prior to the outing, to obtain the approval of the concerned unit head.

3. The outing shall have a clear purpose, and any planned activities within the framework of the program should be explicitly spelled out.

4. The final list of names and the insurance fees shall be submitted at least five working days prior to the event, to allow for sufficient time for processing the insurance request.

5. Faculty advisors and professional staff members are encouraged to chaperon student outings. If this is not available, the OSD may arrange an escort for the group from the AUC Security Office.

6. Transportation can only be arranged through the AUC Travel Office, or the University Transportation Service provider.

Any outing arranged for any student organization is only restricted to its official members only. This has to be approved by the faculty advisors and the unit head. Chaperons will report on the conformance of the organizers to all University rules and regulations.
One-Day Trip Rules and Procedures

1. Club/Organizer should fill the activity request form and contract request form 15 Working Days prior to the trip date to obtain the OSD’s staff advisor’s approval.

2. Club/Faculty Advisor approval is a MUST.

3. Security approval is a MUST, which the OSD communicates to you.

4. Only AUC students are allowed to participate.

5. Maximum 50 students per trip including the trip organizers.

6. Minimum 15 students per trip.

7. Organizer should complete and submit all the One day trip documents to the OSD’s Club Person in charge 10 working days prior to the trip date as below:
   - Budget including the insurance fees
   - Transportation
   - Organizer form (see p. 12)
   - Chaperon form (see p. 16-17)
   - Trip application form signed by both the student and their parents (see p. 10-11)
   - Trips Rules and Regulations form signed by both the student and their parents which should include a copy of the parent’s national ID and the student AUC ID (see p. 13-14)
   - List of participants with full names and AUC ID numbers.

8. The OSD’s staff advisor should send the list of participants with full names and AUC ID numbers to the OSD’s insurance person in charge five working days prior to the trip date. (The cost is approximately 10 LE per person per day).

9. Chaperon of one-day trip should be assign by the staff advisor.

10. Number of chaperons of the trip will be based on the total number of the participants with a ratio of 1:15 participants).

11. Total cost of chaperon(s) and insurance should be charged to the organization’s account.

12. In case of the trip outside Cairo, the items below are a MUST:
   - Travel should be by airplane (if applicable)
   - Trip should be organized through a Travel Agency
   - Accommodation for a chaperon is a MUST. (hotel room or cabinet)
   - The club’s organizer should select a travel agency and send a confirmation email to the OSD’s Club Person in charge
   - A signed contract between the three parties (OSD –Club Organizer–Travel Agency) is a MUST.

13. The OSD’s staff advisor in charge should review, assemble and hand over all the above documents in a trip file to the OSD’s Student Projects Manger.

14. Trip’s file should include the items below:
   - Activity sheet
   - Budget plan
   - Security approval
   - List of names and IDs
• Organizer form (see p. 12)
• Chaperon form (see p. 16-17)
• Trip application form signed by both the student and their parents
• Trips Rules and Regulations form signed by both the student and their parents which should include a copy of the parent’s national ID and the student AUC ID (see p. 13-14)
• Insurance certificates
• In case a trip outside Cairo (confirmation email, the travel agency contract and tickets). 
  (under the responsibility of the OSD’s Club advisor in charge )
Domestic Trips Rules and Procedures

1. SU and Student organizations shall submit plans for trips twice per year. Two weeks prior to the semester. It is communicated to the club’s president through the OSD by email. The trip request form (see p. 10) should be filled out and sent back to studentorgs@aucegypt.edu
2. Faculty advisor approval is a MUST.
3. All submissions must be turned in at least two months prior to the scheduled trip.
4. Despite of submitting a master plan to the designated OSD staff member, you still need to fill out the trip request form.
5. Requests placed after the deadline will be disregarded.
6. The OSD’s trips committee, which meets second week of the semester, will review all submissions and send the approved trips to the organizations.
7. Security Approval is a MUST, which the OSD communicates to you.
8. Only AUC students are allowed to participate.
9. Maximum 50 students per trip including the trip organizers.
10. Minimum 15 students per trip.
11. OSD’s Student Projects Manager will work ONLY on the approved trips through the OSD’s trips committee.
12. Trips held outside Cairo to Sharm, Gouna, Luxor and Aswan....etc, the commute should be by airplane unless there is no security alert being placed to travel on road.
13. All traveling should be during daylight.
14. The trip organizer should present three different offers from three different travel agencies to the OSD’s Manager of Student Projects. The offers should include the following:
   - Complete trip program which includes transportation, accommodation, meals, entertainment program, etc)
   - Price offer including the insurance fees
   - Clear cancellation policy
15. The number of chaperon(s) of the trip will be based on the total number of the participants with a ratio of 1:15 participant.
16. Confirmation email with the selected offer should be sent from the Club’s high board to the OSD’s Manager of Student Projects.
17. Final trip fees will be determined with the organizer after the offer selection to cover any additional cost such as print materials.
18. Once agreed on final price the trip organizer should request from the OSD’s accounting unit to open the WBS of trip account before announcing the trip to AUC students by 10 working days.
19. Organizer should deposit all the trip fees into the trip WBS trip account (separate receipt for each participant).
20. Organizer should distribute all the trip related documents to all participants and return it back in a trip file to the OSD’s Manager of Student Projects 10 Working Days prior to the departure.
21. Organizer’s trip file should include the below for each participant:
   - List of participants with full names and AUC ID numbers
   - Organizer form (see p.12)
• Chaperon form (see p.16-17)
• Trip application form signed by both the student and their parent (see p.10-11)
• Trips Rules and Regulations form signed by both the student and their parents which should include a copy of the parent’s national ID and the student AUC ID (see p. 13-14)
• Trip Program signed by both the student and their parent
• Cancellation and refund policy signed by both the student and their parent
• Copy of bank receipt
• Copy of the Insurance certificate
• Copy of the airplane, if applicable.

23. The organizer should submit all the documents to the selected travel agency before due the deadline.
24. If the participant does not meet the deadline, the participants' application will be rejected.
25. OSD’s Student Projects Manager will coordinate with the OSD’s accounting unit that all the trip fees are deposited into the WBS trip account before issuing the trip contract, which takes five working days.
26. Once the file is complete including the deposit slip, the student must sign a delegating contractual agreement between him/herself and the travel agent representative whereby the OSD can issue the contract and check which takes five working days.
27. This signed contract is a MUST.
28. The Associate Dean and the Director of the OSD should assign the trip chaperons.
29. OSD’s Student Projects Manager and the OSD’s Accounting Unit should complete all necessary documents required for chaperons.
30. Students shall attend the meeting arranged by the trip organizer with the chaperons at least three working days prior to departure.
31. The trip organizer and the OSD’s accounting unit should verify all trip expenses and shall settle the payment with the travel agency at the end of the trip.
32. OSD’s Student Projects Manager should complete the Trip file as below:

• List of participants with full names and AUC ID numbers.
• Organizer form. (see p.12)
• Chaperon form. (see p. 16-17)
• Trip application form signed by both the student and their parent (see p.10-11)
• Trips Rules and Regulations form signed by both the student and their parents which should include a copy of the parent’s national ID and the student AUC ID (see p. 13-14)
• Trip Program signed by both the student and their parents
• Cancellation and refund policy signed by both the student and their parents
• Copy of bank receipts
• Insurance certificates
• Copy of the airplane tickets, if applicable
• Trip Evaluation.

Please note that:

1. Students shall adhere to the trip program or they will be subject to disciplinary action.
2. Parental requests to disregard trip program will not be accepted.
3. Once trip participant receives his or her ticket, the chaperons are NOT responsible for any participant being delay or miss the flight.
4. In case of refunds and, according to the Contract and Terms of Cancellation Policy, participants shall be refunded after the return of the trip and discussion with the Travel Agency and the OSD/Accounting Unit.
Office of Student Development

International Trip Rules and Procedures

1. SU and Student organizations shall submit plans for trips twice per year. Two weeks prior to the semester. It is communicated to the club’s president through the OSD by email. The trip request form (see p. 10) should be filled out and sent back to studentorgs@aucegypt.edu

2. Faculty advisor approval is a MUST.

3. All submissions must be turned in at least three months prior to the scheduled trip.

4. Despite of submitting a master plan to the designated OSD staff member, you still need to fill out the trip request form.

5. Requests placed after the deadline will be disregarded.

6. The OSD’s trips committee, which meets second week of the semester, will review all submissions and send the approved trips to the organizations.

7. Only AUC students are allowed to participate.

8. Maximum 50 students per trip including the trip organizers.

9. Minimum 15 students per trip.

10. OSD’s Student Projects Manager will work ONLY on the approved trips through the OSD’s trips committee.

11. The trip organizer should present three different offers from three different travel agencies to the OSD’s Manager of Student Projects. The offers should include the following:

   • Complete trip program which includes transportation, accommodation, meals, entertainment program, etc)
   • Price offer including the insurance fees even for those who have a visa
   • Visa fees and visa required documents with the deadline for submission
   • Clear cancellation policy

22. The number of chaperon(s) of the trip will be based on the total number of the participants with a ratio of 1:15 participant.

23. Confirmation email with the selected offer should be sent from the Club’s high board to the OSD’s Manager of Student Projects.

24. Final trip fees will be determined with the organizer after the offer selection to cover any additional cost such as print materials.

25. Once agreed on final price the trip organizer should request from the OSD’s accounting unit to open the WBS of trip account before announcing the trip to AUC students by 10 working days.

26. Organizer should deposit all the trip fees into the trip WBS trip account (separate receipt for each participant).

27. Organizer should distribute all the trip related documents to all participants and return it back in a trip file to the OSD’s Manager of Student Projects 10 Working Days prior to the departure.

28. Organizer’s trip file should include the below for each participant:

   • List of participants with full names and AUC ID numbers
   • Organizer form (see p.12)
   • Chaperon form (see p.16-17)
   • Trip application form signed by both the student and their parent (see p.10-11)
• Trips Rules and Regulations form signed by both the student and their parents which should include a copy of the parent’s national ID and the student AUC ID (see p. 13-14)
• Trip Program signed by both the student and their parent
• Cancellation and refund policy signed by both the student and their parent
• Copy of bank receipt
• Copy of the insurance certificate
• Copy of the airplane ticket
• Copy of the passport after obtaining the VISA
• Copy of the passport even if the participant has a valid VISA.

Please note that:

1. Students shall adhere to the trip program or they will be subject to disciplinary action.
2. Parental requests to disregard trip program will not be accepted.
3. Once trip participant receives his or her ticket, the chaperons are NOT responsible for any participant being delay or miss the flight.
4. In case of refunds and, according to the Contract and Terms of Cancellation Policy, participants shall be refunded after the return of the trip and discussion with the Travel Agency and the OSD/Accounting Unit.
Forms Annex
Office of Student Development

**Trip Request Form**

The information below lists things you’ll need to do prepare for your trip. Kindly, read the entire form carefully before you start filling it out. Completing the application form properly and providing all necessary details is crucial in ensuring the success of your proposed activity. Filling out the form does not mean that the activity is approved; it means that it is going through the process. Please note that to the long visa processing time for Schengen States, UK, USA and Canada, we need to have the complete file three (3) months prior to the proposed travel date.

**Student Information:**
- Student Organization: .................................................................
- President Name: ...........................................................................
- President’s ID: ..............................................................................
- Organizer in Charge: .................................................................
- Organizer ID: ...............................................................................  
- Contact Number: ........................................................................
- Trip’s Title: ..................................................................................

**Local/ International Trip/Camp/Retreat Outing**
- Date of departure (MM/DD/YYYY): ( / /201 )
- Date of arrival: ( / /201 )
- From: ________________________  
- To: ________________________
- Number of participants: _______  
- Trip Fees (L.E.): ______________
- Purpose of the trip: _____________________________________________
- Destination: ___________________________________________________
- Trip Organizers: _______________________________________________
- Tours: _________________________________________________________
- Others: ________________________________________________________
- Program and Budget: ____________________________________________
  
  Please feel free to attach any documents that you may deem necessary

November 2014
Office of Student Development

Trip Application Form

Student Organization: ___________________________  Trip destination: ___________________________
Date of Departure: _______________________________  Date of Arrival: _______________________________

Student Name: _________________________________  University ID: ______________________________
Email: ______________________________________  Mobile Number: _______________________________
Room type upon availability: Please tick next to your choice:  ☐ Single  ☐ Double  ☐ Triple
Amount paid___________________________

- Are you currently taking any medication or will be taking any while traveling?  ☐ Yes  ☐ No
- Do you currently have any illness?  ☐ Yes  ☐ No
If yes, please state here ____________________________

I, the undersigned _____________________________ declare that I have read carefully the schedule of activities for programs and excursions organized by the American University in Cairo. I recognize and accept any risks therefore and the conditions set forth therein, including the refund policy. I also understand and hereby personally agree and on behalf of my dependents, heirs, executors, administrators and assigns, to abide by the conditions set forth in this statement, and to release and hold harmless the American University in Cairo and in the United States of America and any of their officers, agents licensees or representatives from any and all liability for delays, injuries or death, or for the loss of or damage to my property however occurring during any portion of, or in relation to, this trip.

I hereby confirm that I have received and read the University Trips Rules & Regulations and agree to abide thereby as well as with University policies at all times.

Student Signature: _____________________________  Date: _____________________________

This section to be filled out by parent/guardian

With my signature, I hereby give my permission for my son/daughter to participate in the trip above. I confirm reading and signing the University Trips Rules and Regulations and ensure that my son/daughter will abide by them, and adhere to the trip's schedule, departure and destination timing and specific instructions provided during the trip when concerning safety, wellbeing and comfort of the participants during the trip.

Parent’s Name: _____________________________  Parent’s Signature: ___________________________
Date: _____________________________  Emergency Contact Number: _____________________________

Copies of student AUC ID & Parent National ID are a MUST
طلب الاشتراك في رحلة

| اسم المشترك (طالب) | | |
|---------------------|------------------|
| رقم البطاقة الجامعية | | |
| اسم ولي الأمر أو الوصي | | |
| رقم إيات الشخصية | | |
| مكان الرحلة | | |
| أمين الإدارة أو الوحدة المنظمة للرحلة | | |

التاريخ:

| 2014 | 10 | 1 |

حيث تقوم الجامعة الأمريكية بالقاهرة بالقاهرة من خلال مفوضيتها كالإدارات الأكاديمية والمؤسسات ونواحي الطلبة....الخ برعاية رحلات موجهة ورحلات قصيرة داخل جمهورية مصر العربية ومناطق الشرق الأوسط وبلاد أخرى مما يعلاج ورغة المشتركين.

إن مثل هذه السفريات والخدمات الأكاديمية وغير الأكاديمية تضطلع بالندوة والدروس المحتوية أو المقدمة بشأن الأزمة والخدمات الأكاديمية وآخثر الاختلافات. كشرط لقبول طلب الاشتراك يجب على الطالب وولي الأمر الإقرار بالموافقة والتوفيق على الإقرار الموجود أدناه وحده أن الاشتراك في هذه الرحلات اختيارية يتبع على ذلك:

أولاً:

إن الجامعة الأمريكية لا تحصل أسهل أو وكالها بأي مسؤوليات في هذا الشأن.

إن الجامعة الأمريكية ليست مستوطنة قانوناً عن أي إصابات أو تلف أو خسارة أو حدث أو عدم نظام قد يحدث من عيب في أية سيارة أو خطأ.

ثانياً:

إذ أن شركتنا مكلف بالقيام بنفي أو أي خدمات تخصم.

ثالثاً:

تعفي الجامعة الأمريكية عن المسؤولية عن الأضرار التي قد تنشأ عن الطقس أو الإصابات أو أعمال العنف أو الإرهاب أو الكوارث الطبيعية تحت سبب القالة.

الخدمات والإجابة تضع قانون البنك الموفق.

المؤشر:

| اسم المؤشر | | |

الجامعة الأمريكية بالقاهرة لها الحق في إجراء أي تعديلات إذا ما تراها لها ذلك في أي وقت تشاء وذلك لحالة وسلامة المشتركين.

عذر الإساءة فيها大學 والإجابة على أي أسئلة غير متعلقة بالطريق المحدد.

الجامعة الأمريكية بالقاهرة لها الحق في إلغاء أي برنامج معين دون أي مسؤولية عليها كما لها الحق في الامتناع عن قبول أي مشترك في أي برنامج أو رحلة أو طلب من الأساتذة وذلك بواسطة ممثل الجامعة_detail.

رابعاً:

عذر الإساءة فيها أو طلب من الأساتذة وذلك بصورة مماثلة للجامعة.

الجامعة الأمريكية بالقاهرة غير مسؤولة عن أي مسؤولية أو غرامات ناشئة عن إلغاء خطوط الطيران أو الأتوبيس أو السكك الحديدية وذلك عن التأكد قبل قرار عادة ويشترط استخدام على الخطوط المعاداة في مصر.

خامساً:

.HtmlControls [JavaScript]...

التوصيات والتفاصيل الرحلة وتفاصيل المدة والبيانات المقدمة عن الإعلان عن البرامج أو الرحلة قابلة للتعديل والمراجعة.

سابساً:

يرجى ملاحظة استخدامات ou أو إثراء الرحلة.

للمزيد من معلومات إجراءات أو الفصول داخل الرحلة.

**وكلما حدثت سواء دخلت خلال الرحلة أو برنامج معين أو جزء منها أو مما يتعلق بذلك.**

**وكلما حدثت سواء دخلت خلال الرحلة أو برنامج معين أو جزء منها أو مما يتعلق بذلك.**

**وكلما حدثت سواء دخلت خلال الرحلة أو برنامج معين أو جزء منها أو مما يتعلق بذلك.**

*This form is not official and will only be considered as official after signature and stamp from OSD*
Office of Student Development

Responsibilities and Obligations of Trip Organizer

Student Organization: ______________________ Trip Destination: _______________ Date: _______________

As representatives of the university, organizers will do their best to protect the reputation of the university at all times and represent its best interests in all trip matters. In setting up a trip, as an organizer I must observe all university policies and organizational procedures. I should exert my best efforts to arrange a comprehensive and creative program that is mandatory to all participants. I must ensure compliance with all government laws and procedures of the country, which we plan to visit. The Office of Student Development (OSD) must approve all the details of the trip. I have to act as a role model for participants.

This document is expression by the student to become a trip organizer. The signature below demonstrates my commitment to the purpose set above and to the obligations and responsibilities set by the forthcoming provisions:

- As reported by the chaperon if a serious violation takes place by the organizer himself or by encouraging the participants, any misconduct or failure in handling responsibilities, the organizer will be referred to the disciplinary committee.
- The organizer is prohibited to collect fees from participants.
- The organizer is prohibited to give money or passports or similar documents to the travel agency directly; it has to be processed through the OSD.
- Organizer has to ensure that AUC rules and regulations are respected.
- Organizer has to act as a mediator in case of emergencies and provide any possible help to participants. This includes calling doctors or taking students to hospitals in case of emergencies, accompanied by the chaperon.
- Organizers have to work as a team with the security and the chaperon to manage the trip successfully, maintain participants' safety and keep university image.
- Organizer has to handle any situation smoothly, if difficult, to refer to the chaperon.
- Organizers are committed to fulfill the following procedures:
  - Get an offer from an AUC supplier, approved by OSD.
  - Submit a complete list of participants and applications with all the documents and information required, maximum five working days before the trip.
  - Submitting actual list to the chaperon by the end of the first day to facilitate settling the travel agency account.

Organizer has the right for free accommodation and a maximum allowance of LE 300 for the trip, to be paid upon trip arrival, if the organizer has fulfilled all his/her responsibilities and obligations.

I, __________________ have agreed to organize the trip above. I declare that I have read and understood the above terms and conditions and agree to abide by them. I also declare that I undertake to abide by the rules and regulation set by the AUC policy at all times.

Signature: __________________________ SID #: __________________
Mobile: __________________________ Email: __________________ Date: ____________

*This form is not official and will ONLY be considered as official after signature and stamp from OSD*
Office of Student Development

Trips Rules and Regulations

The American University in Cairo through its various agencies - such as academic departments and institutes, student clubs and organizations...etc. occasionally sponsors guided trips or excursions both in Egypt and in other countries and regions of the Middle East for the convenience of participants. Such travel, guidance, and related academic and non-academic services are subject to terms and conditions stated by AUC policy under which accommodations, academic and non-academic services and transportation are offered or provided.

Participation in all such trips is voluntary; consequently the following conditions are applicable:

First:
The American University in Cairo and its respective employees, agents, representatives and assignees, accept no responsibility of liability therefore. The American University is not liable for any injury, damage, loss, accident, delay or other irregularity which may be caused by the defect of any vehicle or the negligence or default of any company or person engaged in carrying out or performing any of the services involved. The American University in Cairo does not accept responsibility for losses or expenses due to sickness, weather, strikes, hostilities, wars, terrorism, natural disasters or other force majeure. All services and accommodations are subject to the laws of the country in which they are provided.

Second:
The American University in Cairo reserves the right to make changes in any published or prior arranged itinerary whenever, in its sole judgment, conditions warrant, or if it deems it is necessary for the comfort, convenience or safety of the participating parties.

Third:
The American University in Cairo reserves the right to withdraw without penalty any program announced. It also reserves the right to decline to accept any person as a participant in any program or excursion, or to require any participant to withdraw from any program or excursion at any time, when such an action is determined by the appropriate University representative to be in the best interest of the health, or safety and general welfare of the participating parties. The University representative, in the interest of the safety and welfare of trip participants, reserve the right to enter any room for emergency or inspection and confiscate items, which are found to be in violation of university rules and regulations. The University security has the right to check participants' luggage at any time before or during the trip and also has the right to confiscate items, which are found to be in violation of University rules and regulations.

Fourth:
The American University in Cairo does not accept liability for airline, bus, railroad or any means of transportation penalty incurred by the purchase of a non-refundable domestic ticket for use in Egypt.

Fifth:
Baggage and personal effect are the sole responsibly of owners at all times.

Sixth:
Dates, schedules, program details and costs, given in good faith and based on information available at the time of the announcement of any program or excursion, are subject to change or revision.
Seventh:
The use of drugs or alcohol is strictly forbidden. AUC policies and procedures concerning drugs and alcohol should be strictly followed at all times.

Prohibition of Drugs:
It is the policy of AUC to prohibit the manufacture, distribution, dispensing, possession or use of any controlled substance (drug) or alcohol by students and employees of AUC, on the AUC campus or at student activities.

Prohibition of Alcohol:
As a matter of standing policy, AUC has long prohibited use or dispensing of alcohol on campus and in student activities, whether prohibited by law or not. AUC’s policy is not only to conform to that law by prohibiting unlawful possession, use or distribution of alcohol by students or employees on the AUC campus; but also to preclude the presence of alcohol in student activities. Disciplinary action for violations of these policies may range from warnings to mandatory participation in rehabilitation programs to dismissal.

Eight:
Obligations of Participants
As the trip organizers must accept certain responsibilities, so must the participants. The weight of this responsibility for conduct falls on the individual student, in whom the university community places their trust. As such, we request that all participants follow these guidelines:

Members of the university community must accept responsibility for portraying themselves in a proper manner at all times. Participants should be aware of the fact that they represent the university at all times and must conduct themselves in accordance with Egyptian culture and in a manner not offensive to other people’s feeling. This includes but not limited to having opposite sex in the same room, public display of affection, using obscene language.

Participants are required to follow the program of the trip, the University Drug and Alcohol Policy as well as any other specified regulations on student conduct as outlined in AUC policies such as this document and the Student Handbook.

I the undersigned ____________________________, certify that I have read the Trips Rules and Regulations and I agree to abide by them and by AUC policy.

Kindly note
• Military Permission for travelling is the responsibility of the Student.
• In case of refunds and, according to the Contract and Terms of Cancellation Policy, participants shall be refunded after the return of the trip and discussion with the Travel Agency and the OSD/Accounting Unit at least three weeks after returning from the trip.

Student Name: ____________________________ Student Signature: ____________________________ Date: ________________
Parent Name: ____________________________ Parent Signature: ____________________________ Date: ________________

OSD Staff Advisor: ____________________________ OSD Advisor’s Signature: ____________________________ Date: ________________

*This form is not official and will ONLY be considered as official after signature and stamp from OSD
Role and Responsibilities of Trip Chaperon

The chaperon is the link between the participating students and the university as the official entity ensuring that parents' expectations of the safety and well being of their children are met.

The chaperon ensures that the behavior of individuals during the student activity conforms to good conduct and manners and in compliance with AUC policy.

The chaperon ensures that the behavior of individuals on the trip promotes a positive image of AUC in Egypt and abroad.

The chaperon can expect the student organizers to handle most situations during the trip. However, chaperon should welcome students inquiries and encourage them to seek the chaperon’s advice. The chaperon should intervene whenever s/he deems it necessary. S/he is also expected to play a key role in case of emergency.

In case of violating proper student conduct, misbehaving students' AUC IDs are confiscated by the chaperon and the case is reported to the Office of Student Development (OSD) for proper disciplinary action. **Violations of Proper Student Conduct Include:**

- Fights or quarrels
- Sexual Harassment
- Disturbance
- Violations of Drug and Alcohol Policies
- Verbal or Physical Aggression
- Any Behavior that can be offensive to the social norms and values
- Not conducting them in accordance with Egyptian culture and in a manner not offensive to other people’s feeling.
- Having people of the opposite sex in the same room.
- And any violation of the trip policy or AUC’s policies, or specific instructions by OSD.

In the interest of the safety and welfare of trip participants, the chaperon has the right to enter any room for emergency or inspection and confiscate items that are found to be in violation of university rules and regulations. The university security has the right to check participants' luggage at any time before or during the trip and also has the right to confiscate items that are found to be in violation of university rules and regulations.

In case of gross violation or repetitive violations by trip participants that might jeopardize the wellbeing and interest of the participants, the chaperon should contact immediately OSD and decide on the action to be taken.

Chaperons are not allowed to drink alcoholic beverages during University trips.

Responsibilities of the chaperon includes but is not limited to being available throughout the trip period, supervise security and organizers to ensure proper and safe management of the trip, reconcile list of names submitted to him/her by the OSD and the hotel list with the organizer and the travel agent representative, support organizers in handling in sick or emergency cases.

The Chaperon has the right for free accommodation, transportation in addition to meal allowance.
I, __________________________ have agreed to be the chaperon for the trip to __________________ from (___/___/____) to (___/___/____). I declare that I have read and understood the above terms and conditions and agree and will abide to them. I also declare that I undertake to abide by the rules and regulation set by the AUC policy at all times.

Name: ___________________________  Signature: _______________________

Date: ___/___/____
طلب إصدار عقد

أقوس أنا / إصدار عقد توريدات.....

- خدمات الرحلة / ○ أخرى / ○

- وillery الطالب / ○

- بطاقة جامعية / ○

- البريد الإلكتروني / ○

- وبين / ○

- تلبية / ○

- الكاتبة بالعنوان / ○

- ضرابين / ○ وسجل تجاري رقم / ○

- بصفته / ○ بطاقة رقم القومي / ○

وقد تم اختيار الشركة المعاقد معها من قبل أعضاء نادي / ○ وذلك بعد المقارنة والمقارنة بين أكثر من ثلاث شركات وأخذ عروض الأعوان للشركات المختلفة التي تعمل في هذا المجال وقد وقع الاختيار على:

شركـة / ○

- شركـة / ○

- شركـة / ○

للتعاقد معنا بناء على رغبتنا نحن نادي / ○ وذلك لما للشركة من خبرات واسعة في هذا المجال ومرفقة على هذا الطلب عرضا السعر المعتمد والمعتمد من الشركة بشكل كامل التفاصيل.

وبهذا التفويض تعتبر الجامعة طرف أساسي وأصل في هذا العقد وبناء عليه لا يحق تنفيذ أي إجراء دون الرجوع لمكتب تنمية الطلبة وذلك على سبيل المثال لا الحصر بحق لمكتب تنمية الطلبة الامتناع عن سداد أي دفعتات لأي موردين في حالة عدم الالتزام ببنود التعاقد وأيضا تحديد مواعيد الفحوصات المقدمة للشركة التعاقد معها وتأجيل أي إلغاء أو استمرار العقد إذا رأى أن الأمور تقتضي ذلك وللمكتب الحق في إجراء التسويات التي يراها مناسية في حالات الإلغاء أو التأجيل.

وهذا تفويض من ذلك:

مسنود النادي

November 2014

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