

D.2.4.4 (Procedure) Conflict of Interest: Group Travel

Responsible Department: Human Resources

Based on Board Policy: [D.2.4](#) - Nepotism, Conflicts of Interest

Approved: 3-23-11

Last Amended:

Except as provided in this Procedure and [E.1.8](#) (Policy) International Programs and related procedures under [E.1.8](#) (Policy), College District employees may not participate in travel with College District students or other College District employees because of a strong potential for conflict-of-interest and personal gain at the expense of other participants.

Approval

College District employee participation in group travel with College District students or other College District employees must be approved in advance by the Chancellor or his designee. This Procedure does not apply to travel approved pursuant to [E.1.8](#) (Policy) International Programs.

The Chancellor or his designee may only approve College District employee participation in group travel with College District students or other College District employees under the following circumstances:

- (a) there is no incentive for referrals given to the College District employee by any tour group, travel agent or other transportation provider/coordinator, whether monetary or otherwise (however, incentives for referrals may be permitted if they are approved by the Chancellor or his designee and assigned to the Office of Institutional Advancement);
- (b) the College District employee did not and will not use any Alamo Colleges resources in support of the travel, arranging the travel or the recruitment activities, including the College District employee's compensated time and including Alamo Colleges' e-mail, bulletin boards, etc.;
- (c) recruitment activities did not and will not take place on any Alamo Colleges property;
- (d) it is clear or was otherwise made clear in all communications with all potential travel participants that the travel is not sanctioned by Alamo Colleges or the particular college involved, and that Alamo Colleges and the particular college involved shall not be responsible for any loss, injury or death in any way related to the travel; and
- (e) it is clear or was otherwise was made clear in all communications with all potential travel participants that the tour group, travel agent or other transportation provider/coordinator (if any) is not affiliated in any way with Alamo Colleges and that the involved College District employees are without authority and are not representing Alamo Colleges or the particular college in the travel endeavors.

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Exception

This Procedure does not prohibit group travel that is clearly social (based on personal, outside relationships) and that does not arise out of any official business of Alamo Colleges, such as, but not limited to, student/College District relationship/interaction on campus or via digital communication media in any form, or the performance of any function that may be considered within the scope of employment.

Consequences

Violation of this Procedure shall be considered a Step 4 violation under [D.9.1.1](#) (Procedure) Progressive Discipline and shall constitute adequate cause for termination of a faculty member pursuant to [D.10.2.5](#) (Procedure) Termination: Tenured Faculty.