

Travel Planning Checklist as of September 2022

<p>6-8 weeks Prior to Departure</p>	<ul style="list-style-type: none"> □ Before meeting with your advisor, review the following with trip participants: COVID Guidelines for Destination, Proof of Vaccination Requirements, Mask Requirements during travel & while indoors □ Meet with your Advisor to discuss: <ul style="list-style-type: none"> <u>Trip Details</u> □ Purpose of the Travel Program □ Activities Planned (Date, Time, Location, Emergency #) □ Name, Email, Phone number of Student Trip Leader □ Destination (Name, Address, Phone Number) □ Date(s) and times of Departure from campus and destination □ Date(s) and times of Arrival to campus and destination □ Contact information for Hospital nearest to destination <u>Travel Funding</u> □ Discuss with your advisor payment options for lodging, transportation, and food <u>Transportation [To be discussed with advisor & completed after meeting]</u> □ <i>Driving vehicle:</i> Ensure driver has taken Defensive Driving Course and must provide copy of license with waiver □ <i>Local Public transportation & Bus rentals:</i> Please review with your Advisor (Note: Bus companies must be Rutgers approved) □ <i>Air Travel, Amtrak, and Vehicle Rentals:</i> Contact “Direct Travel” at 1(888)818-1067 (24/7) and/or rutgerstravel@dt.com (M-F 8am-5pm EST) and indicate to them that you have been approved for travel and need to book transportation. <u>Lodging [To be discussed with advisor & completed after meeting]</u> □ Contact “Direct Travel” at 1(888)818-1067 (24/7) and/or rutgerstravel@dt.com (M-F 8am-5pm EST) and state that your organization has been approved for travel and needs to book lodging. (Note: If lodging is arranged for a conference or competition, then you may book these rooms on your own.) <u>Waivers and Travel itinerary (Must be submitted at least 5 business days before the trip)</u> □ Discuss with your advisor which waiver needs to be completed at https://sca.rutgers.edu/campus-involvement/student-organizations/student-organization-officers/quick-links <ul style="list-style-type: none"> □ Make sure all participants know trip leader’s name and email, trip location, date(s), and mode of transportation in order to fill out waiver. (Note: For weekly/bi-weekly competitions/activities, please put in date range) □ Trip leader will be emailed all the waivers and will also need to collect drivers licenses for those participants who will be driving, if applicable □ Trip leader must type up a list in excel with all the participants names, RUID’s, emergency contact names, emergency contact phone numbers and allergies, if applicable □ Trip leader must fill out Travel Itinerary located under Forms at getINVOLVED.rutgers.edu and upload participant/emergency contact list □ Trip leader must put all waivers in one PDF and submit it on page 2 of the Travel Itinerary form on getINVOLVED. □ If applicable: Trip Leader must upload one PDF containing the driver’s licenses of each designated driver for their trip on page 3 of the Travel Itinerary on getINVOLVED.
<p>4 Weeks Prior to Departure</p>	<ul style="list-style-type: none"> □ Deposit all funds for trip in student organization SABO account, including personal payments and allocations □ Submit any check reimbursement requests for travel related expenses, as soon as purchased along with confirmation from Direct Travel
<p>2 Weeks Prior to Departure</p>	<p>Submit cash advance requests to the Student Activities Business Office (SABO) with details, payment information and confirmation from travel agency</p>

<p>1 Week Prior to Departure</p>	<ul style="list-style-type: none"> □ Pick up Cash Advance Check(s) from SABO and deposit or cash check as soon as possible □ If renting bus, Trip Leader develops and distributes written announcement to trip participants, which includes: <ul style="list-style-type: none"> □ General welcome greeting □ Bus company name and phone number □ Departure time after program ends and policy for waiting for trip participants □ Reminder that all students are responsible for their guests during trip □ Instructions that students should contact Trip Leader in case of problem on trip □ <i>Suggested for extensive stays away from campus:</i> Trip Leader creates travel information sheet, including travel accommodation phone #s and distributes to participants
<p>2-3 Days Prior to Departure</p>	<ul style="list-style-type: none"> □ Trip Leader should pack the following for trip: <ul style="list-style-type: none"> □ Cell phone □ Directions to/from destination □ Copies of facility, ticket, and/or vehicle rental contracts (including emergency contact # for transportation company) □ Copies of itinerary □ Special Informed Consent list for those not returning with group □ Written announcements with instructions for the day □ Cash Advance □ Phone # for RUPD (732-932-7211) □ First Aid Kit (if applicable)
<p>After Return</p>	<ul style="list-style-type: none"> □ Submit PERR forms with original itemized receipts to Advisor within 30 days after trip □ Reconcile Cash Advance (Submit completed reconciliation slip & receipts to SABO) within 30 days from check date □ Evaluate Travel Program, recording what you learned, successes & challenges