DOMESTIC TRAVEL CHECKLIST 2023-2024

4-6 WEEKS PRIOR TO DEPARTURE

*At least 6 weeks for long distance travel

☐ 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:

Trip Details
- Purpose of the Travel Program and budget
- 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

Travel Funding
- Discuss with your advisor payment options for lodging, transportation, and food

Transportation [To be discussed with advisor & completed after meeting]
- Driving own vehicle: Must provide copy of license with waiver and it is recommended drivers take the Rutgers online defensive driving course
- Local Public transportation & Bus rentals: Review options with your Advisor (Note: Bus companies must be Rutgers approved)
- Air Travel & Amtrak: Review options with your advisor (Note: Must book directly from airline/Amtrak or through an agency)
- Vehicle Rentals: Must get insurance with rental, provide copy of license with waiver and drivers must take the Rutgers online defensive driving course

Lodging [To be discussed with advisor & completed after meeting]
- Can book rooms in hotels, motels, or university housing for certain competitions. (Note: Airbnb/VRBO/Home-Sharing are not permitted)

Waivers and Travel Itinerary [Must be submitted at least 5 business days before the trip]
- Discuss with your advisor which waiver needs to be completed at https://sca.rutgers.edu/campus-involvement/student-organizations/student-organization-officers/quick-links
  - Ensure all participants know the trip leader’s name and email, trip location, date(s), and mode of transportation 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.

4 WEEKS PRIOR TO DEPARTURE
☐ Deposit all funds for the trip in student organization SABO account, including personal payments and allocations.
☐ Submit any check reimbursement requests for travel related expenses, as soon as purchased.

2 WEEKS PRIOR TO DEPARTURE
☐ Submit cash advance requests to the Student Activities Business Office (SABO) with details, payment information and confirmation of travel (Lodging and Airline/Amtrak).

1 WEEK PRIOR TO DEPARTURE
☐ Pick up Cash Advance Check(s) from SABO and deposit or cash check(s) as soon as possible.
☐ If renting bus, Trip Leader develops and distributes written announcement to trip participants, which includes:
  • 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

Suggested for extensive stays away from campus: Trip Leader creates travel information sheet, including travel accommodation phone #s and distributes to participants

2-3 DAYS PRIOR TO DEPARTURE
☐ Trip Leader should pack the following for trip:
  • 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)

AFTER RETURN
☐ 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
OTHER IMPORTANT INFORMATION

Student Organization Handbook
☐ https://sca.rutgers.edu/campus-involvement/student-organizations/student-organization-officers/student-organization

Treasurer’s Key
☐ https://sabo.rutgers.edu/treasurers-information

Off-Campus Activity Waivers with Travel
☐ https://sca.rutgers.edu/campus-involvement/student-organizations/resources/campus-activity-waivers-travel

For more information, please contact your Advisor. You can also contact the Office of Student Involvement and Leadership osi@echo.rutgers.edu or 848-932-6978