



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). [\[PDF\]](#)

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

