

DOMESTIC TRAVEL CHECKLIST 2025-2026

TRIP PLANNING MEETING WITH ADVISOR*

*** Schedule this meeting at least 8 weeks before your trip, if traveling more than 200 miles, or at least 4 weeks before, if traveling 200 miles or less.**

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 both sides of license with travel 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 both sides of license with travel 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 (Submit at least 6 weeks before your trip, if traveling more than 200 miles, or at least 2 weeks before, if traveling 200 miles or less.

- 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 activities, enter all the dates on one waiver)
 - Emergency contact person cannot be on the trip
 - The waiver must be signed
 - You must print your full legal name
 - Roster information must match what is on the waiver
- Trip leader will be emailed all the waivers and will also need to collect both sides of 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/medical conditions/dietary restrictions, 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 both sides of the driver's licenses of each designated driver for their trip on page 3 of the Travel Itinerary on getINVOLVED



6 WEEKS PRIOR TO DEPARTURE

- If traveling more than 200 miles: Submit Travel Itinerary on [getINVOLVED](#), along with necessary waivers, roster excel sheet, and other necessary documents

2-4 WEEKS PRIOR TO DEPARTURE

- If traveling 200 miles or less: Submit Travel Itinerary on [getINVOLVED](#), along with necessary waivers, roster excel sheet, and other necessary documents
- 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
- 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 a bus, the Trip Leader develops and distributes written announcements to trip participants, which include:
 - 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
 - Trip leader phone number

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>

Travel Itinerary Link

<https://rutgers.campuslabs.com/engage/submitter/form/start/687451>

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.

