

# Travel Planning Checklist as of September 2022

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

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