Travel Timeline

Students and sponsors should work closely on planning and implementing travel. Items marked with an asterisk (*) must be completed by the travel sponsor.

Review Planning Travel from the Student Activities Handbook for details.

5+ Weeks Out
- Read the Student Travel section of the Student Activities Handbook
- Coordinate a travel sponsor (must be an EFSC employee with written approval from supervisor)
- Prepare a Student Activities Request with supporting documentation
  - Travel Addendum
  - Conference Agenda (if available/applicable)
  - Student Travel Assumption of Risk, Release, and Hold Harmless Agreement (signed by each student)
  - Request for Day Travel – Students Under Age 18 (For day travel only: signed by a parent/legal guardian of each minor student)
  - Acknowledgement of Responsibility for Minor Student Travel Agreement (For overnight travel only: signed by a parent/legal guardian of each minor student; provide photocopy of parent/legal guardian ID)
- Submit documentation to the Student Life Coordinator and present at next SGA meeting
- Wait for official approval (Student Life Coordinator will email travel sponsor)

4+ Weeks Out
- Submit the online Student Travel & Reimbursement form to Accounting with the signed Student Activities Request attached *
- Copy signed Student Travel Assumption of Risk, Release, and Hold Harmless Agreement forms to bring during travel and send originals to the Student Life Coordinator at least two (2) weeks before travel *
- If driving, complete a Driver Eligibility Request Form through Human Resources *
- Send student names and B numbers to the Associate Provost Office for eligibility verification *

3+ Weeks Out
- Reserve transportation *
- Purchase registration / tickets *
- Reserve lodging *
- Notify professors of classroom absence during travel dates
Travel Timeline

Students and sponsors should work closely on planning and implementing travel. Items marked with an asterisk (*) must be completed by the travel sponsor.

Review Planning Travel from the Student Activities Handbook for details.

2+ Weeks Out

- Copy signed Student Travel Assumption of Risk, Release, and Hold Harmless Agreement forms to bring during travel and send originals to the Student Life Coordinator at least two (2) weeks before travel. *
- Have students sign the Student Acknowledgement of Meals or Money if they receive compensation for meals.
- Coordinate a transportation plan (departure and return times / locations)
- Share contact information between all members of the travel party

During Travel

- Disperse meal monies to students (if applicable) *
- Maintain receipts of all expenditures
- Report incidences to the Associate Provost and Provost

Post-Travel

- Complete the Student Travel & Reimbursement with actual travel expenses *
- Submit Post Event Report, Event Budget, and Overnight Student Travel Log to the Student Life Coordinator
- Present results at SGA meeting