

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

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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