COLLEGE *for* Creative STUDIES

Pre and Post Travel Checklists for Student Domestic Travel

Use this checklist to assist in your planning for student travel within the United States. Please note some items have time specific deadlines. The checklists are organized by roles.

Pre-Travel Checklist

- Initiate request/gain commitment for travel roles.
- Organize a group of interested students.
- Write a proposal.
- Research lodging, airfare, ground transportation, conference fees, and any other expenses.
- Develop a budget.
- Submit Student Domestic Travel Funding Request along with support documentation to Department Chair and Academic Affairs three weeks prior for day trip and two-three months prior for overnight travel.

After Proposal Approval

Trip Leader

- Promote the trip/recruit students.
- Identify personnel roles, specifically Trip Leader, Trip Coordinator, and if applicable, Student Leader.
- Create an itinerary and communicate it to students.
- Finalize budget.
- Communicate personal financial expectations to students for planning - if needed, create a payment plan with due dates.
- Discuss and coordinate fundraising opportunities with students
- In collaboration with the Trip Coordinator, if the travel is overnight, finalize orientation content and schedule for at least one week prior to trip commencement (see **Trip Leader Orientation Checklist** for a list of what orientation should include).
- Create a clear, comprehensive itinerary and communicate it to students.
- In collaboration with Trip Coordinator, provide maps/directions to the site to students.

Trip Coordinator

- Promote the trip and recruit students.
- Determine if the trip can run with enrollment (review the number of participants and budget). If costs change, communicate those changes to students. Coordinate refunds if cancelled.

- Setup/establish an account with the Business Office for collection of fundraising funds, deposits, etc.
- Communicate with the student the deposit amount necessary to secure a spot on the trip. Deposits are due five weeks prior to trip initiation for overnight travel.
- Once all deposits are submitted, finalize all reservations, acquire conference passes, and confirm contracts with local agents, vendors, hotels, and transportation. **Maintain a wait list of students.*
- Communicate final payment deadline and refund policy to all participants.
- Develop a participant list with student name, student cell number, and emergency contact information; include Trip Leader, Chaperone(s), and if applicable, Student Leader information. Date of birth and legal name may also be needed if airline reservations are being made. If needed, create a group text with students for coordination.
- Submit the participant list to the Trip Leader, Dean of Students (if overnight travel), and Responsible Administrator at least ten days prior to trip initiation.
- In collaboration with the Business Office, set payment deadlines.
- Create Event Forms for fundraising activities. Aid in the promotion of events, sales, etc.
- In collaboration with the Trip Leader, if the travel is overnight, finalize orientation content and schedule for at least one week prior to trip commencement (see **Trip Leader Orientation Checklist** for a list of what orientation should include).
- In collaboration with Trip Leader, provide maps/directions to the site to students.
- Ensure all students have ***signed*** the Field Trip Waiver Forms/Emergency Contact form.
- Forward final travel itinerary to Responsible Administrator and all participants.

Post-Travel Checklists

Trip Leader

- Advise that students work with the Trip Coordinator on their Travel and Expense reports and receipt submission.
- Complete a Travel and Expense report and submit it with receipts to the Trip Coordinator within seven business days.
- Complete the Trip Evaluation Form within seven days.
- Check with the Responsible Administrator for additional reporting/exhibition/ presentation expectations.
- Hold a post trip debrief with students to synergize their experience.

Trip Coordinator

- Assist students with Travel and Expense reports and receipt format.
- Submit student and faculty Travel and Expense reports and itemized receipts to the Business Office within ten business days.
- Send students the Student Evaluation Form within three days of trip commencement.