

## **Leader Check List ~ Domestic Travel Process**

### **Initial research**

- Determine purpose of domestic trip (what and why learning objectives)
  - Enrich course content with on-site field experience
  - Expose students to another culture through co-curricular activity
  - Provide high impact experience through off-campus travel
- \_\_\_\_\_
- Research possible trip activities, timeframes, locations, timeframes, activities, etc. to meet purpose
- Gain permission from department to develop a plan

### **Making a plan**

- Visit with Director of Global Opportunities on campus travel process
- Review Travel Resources at <http://travelmanagement.cune.edu>
- Print off and read through the *Off-Campus Activity and Travel Guide*
- Contact organizations for local support if needed
- Complete *Domestic Proposed Trip Plan* and *Trip Funding Plan* on CUNE Travel Management site <http://travelmanagement.cune.edu>**
  - Trip details (details can be saved and completed/submitted later)
  - Budget details (include per person travel management fee)
  - Submit ASAP (by campus budget deadline)

### **Campus approval & financial process**

- Director of Risk Management will contact if there are any risk related questions
- Accounting, Finance, and Operations (AFO) office will contact if there are budget account questions
- AFO will work with you to generate new accounts (if needed)
- Meet with Institutional Advancement Office if any fundraising is anticipated
- All contracts need to be reviewed and signed by campus CFO/COO

### **Trip promotion**

- Create campus communication (announcements, posters, chapel slides, etc.)
- Host information meetings
  - Share trip purpose and activities
  - Share application/registration process and deadlines
  - Share trip costs and payment process and deadlines (including personal costs to anticipate)
  - Share detailed information so participants can make an informed decision on joining trip

### **Participant commitment process**

- Receive applications /deposits (if needed)
- Accept/inform participants (if needed)
- Register for class (if needed)

### **Travel arrangements for group**

- Research air & ground transportation needed
- Work with any host organization on local arrangements (transportation, food, lodging, etc.)
- Verify full participation from group members before booking (paying) for arrangements
- Track income/expenses for the experience

### **Preparation meetings held / Preparation materials distributed**

- Share detailed site and activity information
- Share any health & safety issues, and appropriate conduct expectations
- Develop group covenant (mission/service trips)
- Review travel plans
- Check for any special needs accommodations for individuals (if needed)
- Give travel plans, itinerary, and emergency contact information to participants/parents
- Give out packing lists, what to bring / what not to bring for the trip

**Registration process**

- \_\_\_\_\_ **Determine deadline for participants to complete registration items on CUNE Travel Management site**
- \_\_\_\_\_ Director of Global Opportunities builds specific trip registration on CUNE online site
- \_\_\_\_\_ All trip participants complete registration items:
  - \_\_\_\_\_ *Release and Hold Harmless Agreement & Waiver of Liability*
  - \_\_\_\_\_ Signature document from parent/guardian of minors (under age 19)
  - \_\_\_\_\_ *Emergency Contact Information*
  - \_\_\_\_\_ *Health & Medical Information*
  - \_\_\_\_\_ Insurance information (ID card scanned)

**Final details**

- \_\_\_\_\_ Complete ***Domestic Trip Final Details*** on your travel registration at <http://travelmanagement.cune.edu> **no later than 7 days prior to departure**
  - \_\_\_\_\_ Leader contact information
  - \_\_\_\_\_ Flight/Travel itinerary
  - \_\_\_\_\_ Daily schedule
  - \_\_\_\_\_ Contact details for housing and emergency numbers
- \_\_\_\_\_ Review *Campus Security Authority Training* - including review of *Campus Crisis Response Guide*
- \_\_\_\_\_ Make copies of participant information (see below)

**Materials carried by leader**

- \_\_\_\_\_ *Health & Medical Information* for all participants (available online)
- \_\_\_\_\_ *Emergency Contact Information* for all participants (available online)
- \_\_\_\_\_ *Medical Consent* forms (for minors only)
- \_\_\_\_\_ Emergency contact numbers (host organization, airline, campus, etc.)

**While on event**

- \_\_\_\_\_ Orient participants to the onsite location and expectations
- \_\_\_\_\_ Lead group in daily activities (hold daily debrief sessions if on mission/service experiences)
- \_\_\_\_\_ Contact Director of Risk Management or VP for Student Affairs in case of any emergency situations

**Upon return**

- \_\_\_\_\_ Complete and return ***Clery Act - Student Trip Reporting Form*** within two weeks of return
- \_\_\_\_\_ Debrief with group / celebration with group
- \_\_\_\_\_ Report back to sponsoring campus department/group to share feedback, issues that occurred
- \_\_\_\_\_ Visit with Director of Risk Management or VP for Student Affairs if any student issues to report
- \_\_\_\_\_ Pay Terra Dotta (travel management) per person fee (will receive campus IDT at end of fiscal year)
- \_\_\_\_\_ Arrange for final expenses to be paid and make sure trip account balances
- \_\_\_\_\_ Send thank yous to any supporters

**Other details to consider along the way**

- \_\_\_\_\_ Determine fundraisers and coordination (if needed)
- \_\_\_\_\_ Assign tasks to team members to support the group/team while on experience
- \_\_\_\_\_ Share stories with campus and larger community before and after experience
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