



## Domestic and International Travel Checklist for Students

### Domestic Travel

#### For flights: 6 week timeline

If your student group plans to travel in the upcoming semester, please follow these steps (roughly in order, for ease of operations):

- Ensure you are eligible for the trip based on the university requirements
- As far in advance as possible, ideally at the start of the semester in which you plan to travel, at least 8 weeks before travel dates:** Reach out to your [USL adviser](#) to inform them of your plans to travel, your travel dates, and travel destination and reason.

Follow these timelines for any travel that includes flights:

- 6 weeks before travel dates:** Your USL adviser will share with you a travel folder and Travel Worksheet. Fill out tabs 1 and 2 of travel worksheet to determine budget for the trip. If you realize you do not have enough funding to cover the costs of the trip, either reduce plans for the trip (# of days, # of participants, etc.) or apply for additional funding.
- Upload documentation confirming any outside travel funding sources (CC/SEAS Travel Funds, JCFC, ABC/SGB Co-Sponsorship, etc.) to travel folder.
- Upload event flyer/information to travel folder.
- Your USL adviser will send you a link to the Domestic Travel Form. Make sure each member of your group who is travelling fills out the [domestic travel form](#) on the undergraduate student life website - please ensure all the details are accurate as this form will be used for travel bookings
- 4-5 weeks before travel dates:** Confirm total budget with adviser via email or meeting. Submit a Purchase Request on LionLink for total budget amount. If ABC group, get PR approved by ABC rep.
- Send Purchase Request to adviser for approval. No travel may be booked until this step is completed.
- 4 weeks before travel dates:** Adviser will connect your group with A&P Travel Coordinator via email, and A&P Travel Coordinator will follow up with any questions and to set a meeting.
- In that meeting, go over all travel details and preferences with A&P Travel Coordinator. At this point, no additional changes may be made to the trip (adding participants, etc.)
- Respond promptly (within 24 hours) to any emails from A&P Travel Coordinator and Adviser confirming prices, bookings, etc. throughout remainder of booking process.

#### For buses/trains: 4 week timeline

Follow these timelines for any travel that includes buses, trains, etc.:



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- 4 weeks before travel dates:** Your USL adviser will share with you a travel folder and Travel Worksheet. Fill out tabs 1 and 2 of travel worksheet to determine budget for the trip. If you realize you do not have enough funding to cover the costs of the trip, either reduce plans for the trip (# of days, # of participants, etc.) or apply for additional funding.
- Upload documentation confirming any outside travel funding sources (CC/SEAS Travel Funds, JCFC, ABC/SGB Co-Sponsorship, etc.) to travel folder.
- Upload event flyer/information to travel folder.
- Your USL adviser will send you a link to the Domestic Travel Form. Make sure each member of your group who is travelling fills out the [domestic travel form](#) on the undergraduate student life website - please ensure all the details are accurate as this form will be used for travel bookings
- 2-3 weeks before travel dates:** Confirm total budget with adviser via email or meeting. Submit a Purchase Request on LionLink for total budget amount. If ABC group, get PR approved by ABC rep.
- Send Purchase Request to adviser for approval. No travel may be booked until this step is completed.
- 2 weeks before travel dates:** Adviser will connect your group with A&P Travel Coordinator via email, and A&P Travel Coordinator will follow up with any questions and to set a meeting.
- In that meeting, go over all travel details and preferences with A&P Travel Coordinator. At this point, no additional changes may be made to the trip (adding participants, etc.)
- Respond promptly (within 24 hours) to any emails from A&P Travel Coordinator and Adviser confirming prices, bookings, etc. throughout remainder of booking process.

### **International Travel**

- Ensure you are eligible for the trip based on the university requirements
- As far in advance as possible, ideally at the start of the semester in which you plan to travel, at least 12 weeks before travel dates:** Reach out to your [USL adviser](#) to inform them of your plans to travel, your travel dates, and travel destination and reason.

Follow these timelines for any travel that includes flights:

- 12-10 weeks before travel dates:** Your USL adviser will share with you a travel folder and Travel Worksheet. Fill out tabs 1 and 2 of the travel worksheet to determine the budget for the trip. If you realize you do not have enough funding to cover the costs of the trip, either reduce plans for the trip (# of days, # of participants, etc.) or apply for additional funding.
- Upload documentation confirming any outside travel funding sources (CC/SEAS Travel Funds, JCFC, ABC/SGB Co-Sponsorship, etc.) to the travel folder.
- Upload event flyer/information to travel folder.
- Once your USL Adviser has notified you that your trip has been approved by the UTRC, register for the trip on the [UTRC portal](#)



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- Request school scholarship via the [UTRC portal](#), proof of school scholarship/funding will be needed to make any travel bookings.
- Complete the following requirements :
  - Assumption of Risk, Waiver and Release Form
  - Pre departure Orientation
  - Health insurance certification
  - ISOS registration
- Confirm total budget with adviser via email or meeting. Submit a Purchase Request on LionLink for a total budget amount. If ABC group, get PR approved by ABC rep.
- Send a Purchase Request to the adviser for approval. No travel may be booked until this step is completed.
- Once the trip is UTRC approved:** Adviser will connect your group with A&P Travel Coordinator via email, and A&P Travel Coordinator will follow up with any questions and to set a meeting.
- In that meeting, go over all travel details and preferences with A&P Travel Coordinator. At this point, no additional changes may be made to the trip (adding participants, etc.)
- Respond promptly (within 24 hours) to any emails from A&P Travel Coordinator and Adviser confirming prices, bookings, etc. throughout the remainder of the booking process.