Student Travel Checklist Instructions

Please contact Travel Office at ext. 2749 or 5767 for assistance

Traveler’s Information:

1. Select Type of Travel:
   - Check Domestic if traveling within the U.S.
   - Check Foreign if traveling to Canada/Mexico/U.S. Territories/Foreign this is for trip approval purposes only

2. Select type of student travel:
   - Check off the type of student travel
   - Student - enter check mark if individual student traveling - Authorization Request Required
   - Indicate whether student is undergrad or graduate
   - University Sponsored Group - enter check mark if a group of students is traveling - Authorization Request Required
     - This type of travel includes a chaperone or sponsor from TAMUCC
   - Student Organization - No Authorization Required.
     - This type of travel is for student organizations and/or clubs recognized by TAMUCC through the University Center & Student Activities (UCSA) department.

3. Type/Print Name of Student or Sponsored Group or Organization
   - Print or type the name of the student or the sponsored group or the organization name

4. Destination City, State/Country
   - Print or type the name of the city/state and/or country

5. Dates of Travel
   - Enter the first and last dates of travel for the trip

6. Contact/Sponsor’s Name
   - Enter the name of the contact person or the sponsor who can be contacted regarding trip details

7. Email Address
   - Enter the email address for the contact person or the sponsor listed on #6

8. Cell Number
   - Enter the cell number for the contact person or the sponsor listed on #6

Travel documentation process begins following the steps below.

STEP I – REQUIRED FORMS (All forms may be found on the Travel website)

1. Approved Authorization Request (if applicable)
   - Enter date when Authorization Request was approved

2. Trip Itinerary
   - Enter date when trip itinerary was completed

3. List of Participants with signatures
   - Check the type of travel that applies and enter date that participant list completed
     - Group Travel - needs a list of participants with signatures
     - Class Roster (names only w/A#) for field trips - No signatures required
     - Student Organization - needs the Group Travel Participant List completed and submitted

4. Waiver, Indemnification, and Medical Treatment Authorization /Form
   - Complete form for each student traveling – Enter date completed

5. Emergency Information Form(s)
   - Complete for each student traveling – Enter date completed

6. Driver Release Form Completed for Personal and/or rental vehicle use
   - Complete for each student driver – Enter date completed

7. Acknowledgement of Risk for Foreign Travel (if applicable)
   - Complete if traveling to a location that is under a travel alert/warning - Enter date completed otherwise N/A
8. **International Travel Questionnaire for Extreme Risk Countries (if applicable)**
   Complete only if traveling to a location that is under a Red 24 Travel Advisory. Obtain Red 24 Travel Advisory from Travel Office – Enter date completed otherwise N/A.

9. **International Travel Safety: Safe Passage Presentation Course #2111728 (if applicable)**
   Complete for Foreign Travel through TrainTraq - Contact EEO Office at 361-825-2530 – Enter date completed otherwise N/A.

10. **Blank copy of Incident/Accident Report**
    Take a blank copy(ies) of report on trip in case of an incident/accident – Enter N/A under date completed.

**STEP II – INFORMATION**

1. **Driving University Vehicle or rental vehicle? Yes or No**
   Indicate yes or no answer for student.

2. **Driver(s) cleared by UPD? Yes or No**
   Indicate yes or no answer for student(s) since there may be more than one student driving and attach proof of clearance – Enter date that UPD cleared drivers.

3. **List Driver(s) Name(s) if more than one driver**
   List names of all student drivers.

4. **Purchase Personal Accident Insurance (PAI) for students traveling in a rental vehicle**
   Must purchase PAI insurance on a rental vehicle for student passengers – Enter date that insurance was purchased.

5. **FOR FOREIGN TRAVEL**
   Check with Study Abroad Programs Office for Red 24 Travel Advisory, clearance and purchase of CISI coverage – Enter date that received approval and CISI coverage.

**STEP III – Required Recordkeeping:**

1. **Student Organization Travel Packet**
   Enter date that travel packet saved to Laserfiche.

2. **Copy of Travel Packet with Sponsor (go green)**

**STEP IV – Certification:**

1. **Certification**
   Read statement and certify by signing and dating on proper lines.

2. **Certification**
   Verify packets have been scanned into the TAMUCC repository of Laserfiche and are complete, legible, and accurate.