

STUDENT OVERNIGHT TRAVEL CHECKLIST

- ☐ **Overnight Student travel requires 2 chaperones.**
 - One must be a full-time faculty member or administrator. The second advisor may be a staff employee, teaching assistant (student employee), spouse (if hired as a temporary employee), or another temporary employee.
 - Spouses or former employees may fulfill the role of chaperone or travel assistant **ONLY** if they:
 - Are hired as temporary employees under the sponsoring department following successful completion of necessary administrative reviews (which can take 2-4 weeks to complete).
 - Accurately record all hours worked in Workday and have them approved by their manager.
 - Spouses or other individuals who travel with an employee as an approved guest at their own expense and are not allowed to volunteer to perform any work-related tasks. As guests, they cannot serve as supervisors, chaperones, or in any other role performed by employees.
- ☐ **Submit a Spend Authorization (SA)**
 - *SA must be approved before travel expenses are incurred or commitments are made.*
- ☐ **Reserve ground transportation** (e.g. rental car, fleet vehicle)
 - Fleet Vehicles are requested as an expense item on the SA.
 - If you are traveling more than 300 miles one way, Fleet Services will most likely request an Enterprise vehicle for you. The Enterprise vehicle will be on campus for pickup just as a Fleet Vehicle would be.
 - All vehicle rentals for travel originating in Rexburg must be arranged by Fleet Services.
 - Rental Car for pickup at your destination
 - Rental cars for pickup at your destination can be reserved through the Deem Online booking tool.
 - If you need assistance, call the Travel office at 496-2340.
- ☐ **Purchase airfare**
 - Coordinate with the Travel Office 496-2340 on booking airfare for the group.
- ☐ **Reserve lodging**
 - Lodging for student travel must be coordinated or booked through the Travel Office.
 - Email Travel Administration the hotel confirmation as soon as you have it.
- ☐ **Email Travel Administration a list of participants that includes I#s and an itinerary for the trip.**
- ☐ **Elective Student Travel will require an activity waiver.** All participants that are not paid employees for the trip or are not required to be on the trip for academic purposes must sign the activity waiver 3 days prior to departure. Travel Administration will provide you with the Activity Waiver link once your Spend Authorization is approved. The Activity Waiver will gather the emergency contact information.
- ☐ **Students deviating from the planned group itinerary are required to sign a deviation form.**
 - Deviations that include airfare must be coordinated through Travel Administration and approved by the Academic Vice President or his designee.
- ☐ **Trip Cancellations**
 - It is your responsibility to notify the Travel Office (2340) to get assistance in cancelling airfare, car rentals, lodging, or anything else you have booked on your own.
 - Notify Travel Administration (1974) that you will not be traveling. **DO NOT** close your Spend Authorization. Your open SA is needed to reconcile expenses made and credits that may come in. If no expenses have been made toward the trip, Travel Administration will close the SA for you.