TEXAS A&M UNIVERSITY CORPUS CHRISTI

STUDENT TRAVEL CHECKLIST

1. **SELECT TYPE OF TRAVEL**: _____ **DOMESTIC** _____ **FOREIGN**

2. _____ **STUDENT** (TR Required)
   Check one: _____ Undergraduate
   _____ Graduate

_____ **UNIVERSITY SPONSORED GROUP** (TR Required)

_____ **STUDENT ORGANIZATION** (No TR Required)

3. Type/Print Name of Student or Sponsored Group or Organization:	4. Destination City, State/Country:	5. Dates of Travel: Begins: _____ Ends: _____
6. Contact/Sponsor's Name:	7. Email address:	8. Cell Number:

SECTION 1 - REQUIRED FORMS: (All travel forms to be completed five (5) days prior to trip)

Date Completed:	Documents
_____	1. Approved Travel Request (if applicable)
_____	2. Trip Itinerary
_____	3. List of Participants with signatures (Check the one that applies: _____Group Travel _____Class Roster (Names only w/A#) for field trip _____ Student Organization)
_____	4. Waiver, Indemnification and Medical Treatment Authorization/Form [required for each traveler]
_____	5. Emergency Information Form(s) [required for each traveler]
_____	6. Driver release form completed for University, rental and/or personal vehicle [required for each driver]
_____	7. Acknowledgement of Risk for Foreign Travel
_____	8. International Travel Safety: Safe Passage Presentation Course #2111728 and Export Control and Embargo Training Course #2111212 [required for Foreign Travel through Train Traq – contact EEO Office at 361-825-2530]
_____	9. International Travel Questionnaire for Extreme Risk Countries [only if destination is under a current extreme risk travel alert or warning]
_____	10. Blank copy of Incident/Accident Report [take on all trips]

SECTION 2 – INFORMATION:

_____ 1. Driving University, rental or personal vehicle? ___Yes ___No Rec'd Date: _____ If Yes: 2. Driver(s) cleared by UPD: ___Yes ___ No
Approval Date: _____

3. List Driver(s) Name(s) [if more than one driver] Attach Proof of Clearance by UPD (i.e., email or fax confirmation)

_____
_____
_____
_____

_____ 4. Personal Insurance for students traveling in a rental vehicle (TAMUCC-funded trips)

_____ 5. **FOR FOREIGN TRAVEL:** Need to check with Study Abroad Programs Office at 361-825-2789 for Red 24 Travel Advisory (extreme risk Countries only), clearance, and purchase of CISI coverage.

SECTION 3 - REQUIRED RECORDKEEPING:

_____ 1. Student Travel Packet scanned and saved to UCSA Laserfiche travel folder/other student travel packet scanned and emailed to universitypolicefrontdesk@tamucc.edu to include valid driver's license and proof of vehicular insurance.

_____ 2. Copy of Travel Packet with Sponsor (Go Green)

SECTION 4 - CERTIFICATION:

For student travel compliance purposes, this checklist must be completed.

_____ 1. I hereby certify that the required Travel Packet, actions and recordkeeping for this travel is complete and on file.

_____ 2. I hereby certify that I verified packets scanned into the TAMUCC repository of Laserfiche are complete, legible, and accurate.

_____ _____ _____
Signature Printed Name Date

Travel Form – Revised 01/13/2023

Instructions for this form are available at
http://adminservices.tamucc.edu/procurement_disbursements/travel/Student%20Travel.html

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Student Travel Checklist Instructions

Please contact Travel Office at extension 5767 or 2749 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 – Travel Request Required
   Indicate whether student is undergraduate or graduate
   University Sponsored Group – enter check mark if a group of students is traveling – Travel Request Required
   This type of travel includes a chaperone or sponsor from TAMUCC
   Student Organization – No Travel Request 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:

SECTION 1 – REQUIRED FORMS (All forms may be found on the Travel website)

1. **Approved Travel Request (if applicable)**
   Enter date with Travel 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 with 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 University, Rental or Personal Vehicle**
   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 Safety: Safe Passage Presentation Course #2111728 and Export Control and Embargo Training Course #2111212 (If applicable)**
   Complete for Foreign Travel through Train Traq – contact EEO Office at 361-825-2530-Enter date completed Otherwise N/A
9. **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
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

SECTION 2 – INFORMATION:

1. **Driving University, rental, or personal vehicle? Yes or No**
   Indicate yes or no answer for student and date information received
2. **If Yes, Driver(s) cleared by Texas.gov? 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 Texas.gov cleared driver(s)
3. **List Driver(s) Name(s) if more than one driver**
   List names of all student drivers and attach proof of clearance by UPD
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 approval was received and CISI coverage

SECTION 3 – REQUIRED RECORDKEEPING:

1. **Student Organization Travel Packet**
   Enter date that travel packet saved to Laserfiche
2. **Copy of Travel Packet with Sponsor (go green)**

SECTION 4 – CERTIFICATION:

1. **Certification**
   Read statement, certify with a signature by authorized personnel, and date on proper lines.
2. **Certification**
   Verify packets have been scanned into the TAMUCC repository of Laserfiche and are complete, legible, and accurate.