



STUDENT TRAVEL CHECKLIST

University Paid Group # _____
 (From Travel Dept)

1. SELECT TYPE OF TRAVEL: _____ DOMESTIC _____ FOREIGN

2. _____ STUDENT (TR Required) _____ UNIVERSITY SPONSORED GROUP _____ STUDENT ORGANIZATION
 Check one: _____ Undergraduate (TR Required) _____ (No TR Required)
 _____ Graduate

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 are recommended 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 a University, rental or personal vehicle? ___ Yes ___ No If Yes: 2. Driver(s) cleared by Texas.gov: ___ Yes ___ No Approval Date: _____
_____	3. List Driver(s) Name(s) [if more than one driver] Attach Proof of Clearance by Texas.gov _____ _____ _____
_____	4. Purchase Personal Accident Insurance (PAI) 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.

_____	_____	_____
Authorized Personnel Signature	Printed Name	Date

Instructions for this form are available below pages 2 & 3



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.