

Academic Affairs Student Travel Request Checklist

- ☐ Domestic Travel Requests should be submitted at least six weeks prior to the trip.
- ☐ International Travel Requests should be submitted at least six months prior to the trip. An [International/Overseas Export Control](#) form is required.
- ☐ Designate a Trip Leader. The ratio is 12 Students to 1 Trip Leader. Students traveling individually will serve as the Trip Leader.
- ☐ Gather documentation and estimates to create your Travel Request. Such as.
 - ☐ Conference itinerary or event agenda
 - ☐ Registration amounts
 - ☐ Estimates for airfare
 - ☐ Estimates and justification for hotel
 - ☐ Estimates for tolls
 - ☐ Driving directions
 - ☐ [Trip optimizer](#)
 - ☐ Any other miscellaneous expenses you might need to attach to your request.
- ☐ Obtain any funds reservation numbers and/or funds center numbers that will be used for the trip.
- ☐ The Trip Leader must prepare a [Student Travel Manifest](#) that includes travel dates, location, and final roster of all travelers including individual cell phone numbers and emergency contact information. The manifest should be submitted no later than 24 hours prior to the trip. If changes occur after the manifest is submitted, please forward as soon as possible.
- ☐ All students must complete and submit the [Student Travel Agreement & Waiver of Liability](#) no later than 48 hours prior to the trip.
- ☐ The Trip Leader is responsible for hosting a pre-departure meeting with all travelers to review the itinerary, rules and expectations, emergency procedures and finalize the trip manifest.
- ☐ Students are responsible for their own meals while in travel status.
- ☐ Funding above \$500.00 per student must be approved by the Dean.
- ☐ Prepare and submit the Travel Request form to obtain the approvals needed. Reach out to Kristine Hoffman for any assistance needed.

All travelers must use the most economical means of travel available.

Travelers should not make non-refundable reservations without an approved Travel Request. If you book travel without an approved Travel Request, you could incur unreimbursed expenses.

Contact information for Kristine Hoffman; 724-738-2246; kristine.hoffman@sru.edu.