| 5 weeks Prior to Departure | □ Meet with Administrative Advisor to discuss:  
  ▪ Trip Details  
  ▪ Purpose of the Travel Program  
  ▪ Activities Planned (Date, Time, Location, Emergency #)  
  ▪ Name, Email, Phone number of Student Trip Leader  
  ▪ Destination (Name, Address, Phone Number)  
  ▪ Date (s) and times of Departure from campus and destination  
  ▪ Date (s) and times of Arrival to campus and destination  
  ▪ Contact information for Hospital nearest to destination  
  ▪ Transportation  
  ▪ *Driving:* Ensure driver has taken Defensive Driving Course and will provide copy of license & registration with waiver  
  ▪ *Public transportation:* Research carrier’s reputation and review reservation/payment process with advisor  
  ▪ *Vehicle Rentals:* Check Approved Rental Agency list managed by Student Life-Student Involvement Office and discuss contract process with Administrative Advisor  
  □ Administrative Advisor prepares travel itinerary/ Informed Consent waivers |
| 4 Weeks Prior to Departure | □ All funds for trip deposited in student organization account, including billheads, personal payments, and allocations |
| 2 Weeks Prior to Departure | □ Submit cash advance requests to the Student Activities Business Office (SABO)  
  □ Administrative Advisor and/or Student Organization communicate details and payment info to SABO  
  □ Turn in completed Travel Itinerary and Waivers to Student Involvement Office in the Student Activities Center (SAC) |
| 1 Week Prior to Departure | □ Pick up Cash Advance Check (s) from SABO  
  □ If renting bus, Trip Leader develops and distributes written announcement to trip participants, which includes:  
  ▪ General welcome greeting  
  ▪ Bus company name and phone number  
  ▪ Departure time after program ends and policy for waiting for trip participants  
  ▪ Reminder that all students are responsible for their guests during trip  
  ▪ Instructions that students should contact Trip Leader in case of problem on trip  
  □ *Suggested for extensive stays away from campus:* Trip Leader creates travel information sheet, including travel accommodation phone #s and distributes to participants |
| 2-3 Days Prior to Departure | □ Trip Leader should pack the following for trip:  
  ▪ Cell phone  
  ▪ Directions to/from destination  
  ▪ Copies of facility, ticket, and/or vehicle rental contracts (including emergency contact # for transportation company)  
  □ Copies of itinerary and waivers  
  □ Special Informed Consent waivers for those not returning with group  
  □ Written announcements with instructions for the day  
  □ Cash Advance  
  □ Phone # for RUPD (732-932-7211)  
  □ First Aid Kit (if applicable) |
| After Return | □ Reconcile Cash Advance (Submit completed reconciliation slip & receipts to SABO)  
  □ Evaluate Travel Program, recording what you learned, successes, & challenges |

MAKE SURE YOU SCHEDULE APPOINTMENTS TO MEET WITH YOUR ADMINISTRATIVE ADVISOR!