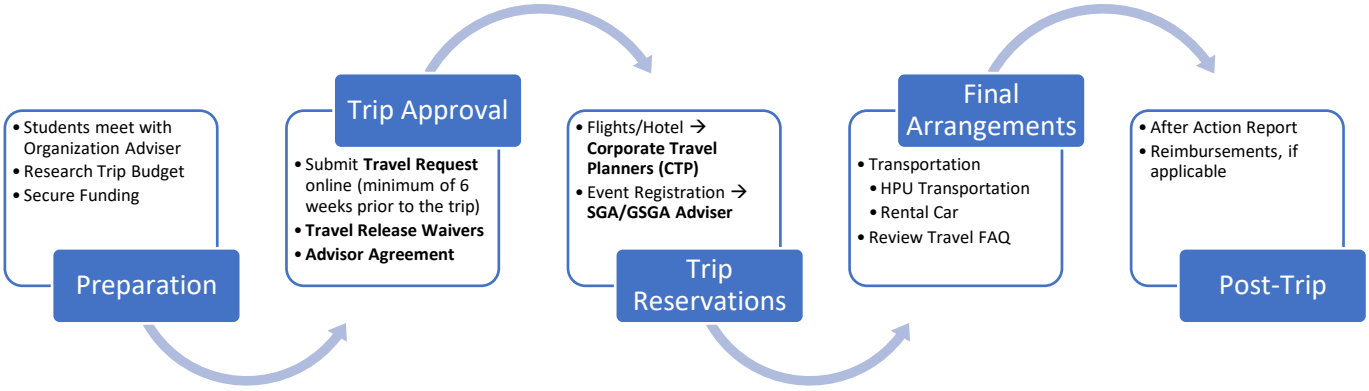
HIGH POINT UNIVERSITY
THE PREMIER LIFE SKILLS UNIVERSITY
Graduate Student Government Association

Travel Process Checklist

Please use this checklist as a preparation guide before submitting a GSGA Travel Request online. It will help ensure you have all the required items and are ready to upload upon submission. ***All Graduate Student Government Association (GSGA) organizations and programs are required to follow the travel process as outlined below.***

<u>All travel-related requests should be submitted a minimum of six weeks prior to the first date of travel.</u> This includes all bills, purchase requests, transportation requests, travel arrangements, etc. Any travel requests made after the recommended window are not guaranteed and organizations will accept any funds lost due to incomplete and/or late travel arrangements.

- Local Event – 6 weeks
- Overnight Domestic Travel (drivable distance) – 6 weeks
- Overnight Domestic Travel (air/train) – 6-8 weeks
- International Travel – 10-12 weeks



PHASE 1: PREPARATION

Meet with your Organization Advisor to review the details of your proposed trip.

- Confirm the HPU Faculty/Staff chaperone who will travel with the group.
  **Note: If your advisor is NOT able to travel with the group, then it is their responsibility to secure an alternate chaperon who is an approved HPU Faculty/Staff member.*
- Determine logistics for the trip - transportation, lodging, event registration, and more.
- Collect information on students who will be participating in the trip. (i.e., full name, birthdate, cell phone number, HPU email address, gender, state of residency)

Funding/Budget: Research the trip budget and identify funding source(s).

- Organization Funding (fund balance from dues or fundraising)
- GSGA Funding via a Bill Submission
- Student Contributions
  **Note: Use the Student Contribution Calculator spreadsheet.*
- Advisor/Chaperone expenses (i.e., event registration, lodging, transportation) should be covered by the organization or GSGA Bill.

PHASE 2: SECURE TRIP APPROVAL

Submit your Travel Request form (online) a minimum of six weeks in advance of your trip. To be completed by the Advisor.

- Club/Organization Information
- Chaperone Information
- Travel Service(s) Requested
- Traveler Information Spreadsheet
- Logistics (i.e., flights, lodging, registration fees)
- Advisor Agreement

Student Travel Release Waiver completed online by all travelers for any overnight trip, domestic or international.

GSGA Advisor reviews the submission and will follow up with instructions for booking travel.

PHASE 3: TRIP RESERVATIONS

Flights and Lodging

- GSGA Advisor will provide your organization or program advisor the contact for CTP (Corporate Travel Planers)
- Advisor contacts CTP by filling out the Travel Link [1-9 travelers=Individual, 10+=Group] *CTP will acknowledge receipt of the request within 24 hours and assign a group agent. The agent will respond with a proposal within 24-72 hours, depending on the complexity of the request.*

Event Registration(s) and Other Pre-Paid Expenses

- Coordinate these with the GSGA Advisor directly for payments to be made using an approved University form of payment. These may require a GSGA Finance Request.
- NOTE: Please copy the GSGA Advisor on all reservation emails, if possible.

Student Contributions

- Collect your student contributions via cash, check, or HPU Passport card.
- Deposit them with the GSGA Advisor using the appropriate deposit form(s).

PHASE 4: FINAL ARRANGEMENTS

Ground Transportation via HPU Transportation
Your organization advisor may arrange any ground transportation needs through HPU Transportation. Advisors must submit the request using the TRIP System.

- Airport Shuttle (GSO, RDU and CLT airports only)
- HPU Van, Shuttle, or Bus
- Rental Cars – Enterprise is a preferred vendor for HPU.

Rideshare / Local Ground Transportation at Destination
All ground transportation needs at the destination location can be coordinated by the travelers and paid via reimbursement post-event, if applicable. Be sure to keep all receipts for reimbursement.

Review the Student Organization Travel Issues FAQ

Advisor obtains the University Travel Card

PHASE 5: POST-TRIP

Advisor returns the University Travel Card with all detailed receipts.

Reimbursements may be submitted within one week of returning from your trip.

- GSGA Finance Request submitted online.
- GSGA Travel Expense Worksheet with detailed receipts.
- All documentation must be provided for reimbursement to be approved.

Complete an After-Action Report (AAR) within 7 days of the trip.

General FAQs

- **Our advisor is not traveling with us, but another HPU faculty/staff member will be. Who needs to complete the Travel Form/Advisor Agreement?**
  - The trip "Chaperone" is the best person to complete the Travel Form since they will be coordinating the travel logistics and joining the trip. The organization advisor can submit it, but will need to communicate all details with the trip chaperone.
  - *Pro Tip – Should the organization's advisor name a "stand-in" trip chaperone, the advisor should still be made aware of all travel arrangements.
- **My organization is attending a conference that offers discounted hotel rates if we book through the conference. How does this work?**
  - There are fields within the online Travel Request Form where conference information can be added to notify the GSGA Advisor of registration fees, deadlines, and hotel rates associated with the conference.
  - *Pro Tip – Make sure to include all necessary information so that the GSGA Advisor can process registration by the communicated deadline.
- **Can we arrange our own transportation through a 3rd party vendor?**
  - All GSGA organizations are required to utilize HPU Transportation for travel [airport shuttles, social events, academic conferences, competitions, etc.]
  - *Pro Tip – Submit your request early to HPU Transportation via the TRIPS system.
- **When should we submit our GSGA Bill to receive approved funding for our trip?**
  - Bills must be submitted through GSGA Budget-Bill Submission form by 5:00pm on the Thursday prior to the next GSGA meeting with the President and Advisor's approval by 5:00pm on the Friday prior to the meeting. Only chartered organizations and graduate program representatives may submit a bill.
  - *Pro Tip – Plan ahead and do not wait until the last GSGA meeting prior to your trip to obtain funding.
- **When does my organization need to submit After-Action Reports after our trip?**
  - All After-Action Reports (AARs) must be submitted no later than 7 days (one week) after the last day of the trip.
  - *Pro Tip – Be sure to plan for the AAR and have all documentation for any reimbursements prepared to submit to the GSGA Advisor.
- **Are we required to have our advisor or chaperone attend the trip?**
  - Graduate programs and organizations are not required to have an advisor or chaperone attend the trip, but one is encouraged. If an HPU Faculty or Staff member is attending the conference, it would be great to have them connected with the students for any unanticipated needs.
  - *Pro Tip – Communication is key to successful trips!
- **Does meals and local ground transportation count as my student contribution?**
  - The student contribution is separate from any personal expenses like meals and local ground transportation.
  - *Pro Tip – Plan ahead. Use the Student Contribution Calculator when budgeting the trip.