

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.**

All travel-related requests should be submitted a minimum of six weeks prior to the first date of travel. 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 Travel (drivable distance) – 6 weeks
- Overnight 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 chaperone who is an approved HPU Faculty/Staff member.*
- Determine logistics for the trip, including 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 Set a budget for the trip and identify your funding source(s).

- Organization Funding (fund balance from dues or fundraising)
- GSGS Funding via a Bill Submission (online).
- 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. \$40.00/day for meals. No alcohol.

PHASE 2: SECURE TRIP APPROVAL

Submit your Travel Request form (online) a minimum of six weeks in advance of your trip. This form includes the following items:

- Club/Organization Information
- Chaperone Information
- Travel Service(s) Requested
- Traveler Information Spreadsheet
- Logistics of the proposed trip (i.e., flights, lodging, registration fees)
- **Student Travel Release Waiver** completed online by all travelers for any overnight trip, domestic or international.
- **Advisor Agreement(s)** completed online by all chaperones.

GSGA Advisor reviews the submission. Approval or denial (with feedback) will be provided by email. When approved, proceed to Phase 3.

PHASE 3: TRIP RESERVATIONS

Flights and Lodging

- GSGA Advisor will provide your organization or program advisor the contact for CTP (Travel Planers).
- Advisor contacts CTP (Travel Planers) by filling out the Group Travel Link.
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.
- *Note: Please copy the GSGA Advisor on all reservation emails.
- Credit Card Authorization Forms (typically for hotels)
- 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. There are many modes available. Advisors must submit the request using the [TRIP System](#).

- Airport Shuttle (GSO, RDU and CLT airports only)
- HPU Shuttle/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. Be sure to keep all receipts for reimbursement.

Review the Student Organization Travel Issues FAQ

PHASE 5: POST-TRIP

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) with the GSGA Treasurer and Advisor after completing all financial reconciliations.

General FAQs

- **Our advisor is not traveling with us, but another HPU faculty/staff member will be. Who needs to complete the Advisor Agreement?**
 - The organization's advisor will complete the Advisor Agreement online and the trip "Chaperone" will also digitally sign the document to acknowledge receipt and understanding. Much of the process outlined in the GSGA Travel Checklist may be completed by the "stand-in" trip chaperone or the organization's advisor.
 - *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 Friday prior to the next GSGA meeting with the President and Advisor's approval by 5:00pm on the Monday 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 two weeks after the last day of the trip. If denied or changed needed, the AAR must be resubmitted within 7 days of the denial.
 - *Pro Tip – Be sure to plan for the AAR and have all documentation for any reimbursements prepared to submit to the GSGA Advisor.