

Student Activities Group Travel Guidelines

Approval Process

1. A group decides they want to go somewhere together.
2. Members AND advisor(s) discuss the trip and funds to be used for the trip.
3. Advisor completes a Student Activities Group Travel Application.
4. Advisor submits complete application no later than **2 weeks** before departure for a day trip and **6 weeks** before departure for travel with overnight stay along with the following documents:
 - a. List of Anticipated Student Delegates and Advisors who plan on attending
 - b. Flyer of conference/event that includes the itinerary and registration form(s)
5. Liaison makes recommendation to director concerning the trip.
6. Director either approves the travel or not.
7. If the trip IS approved, the advisor must be responsible for hosting a pre-travel meeting with participants to go over and complete the Conditions of Participation form for each attendee.
8. The Advisor will complete and submit the Public Safety memo to SRC 2040 (Public Safety office) before departure.