

Final Trip Plan

See details below on items to email to Director of Global Opportunities at least two weeks prior to departure.

Official trip name: _____

Group/department sponsor: _____

Departure date: MM/DD/YYYY _____ Return date: MM/DD/YYYY _____

Campus departure time: _____ Campus return time: _____

Primary leader: _____ Cell: _____

Secondary leader: _____ Cell: _____

City/State/Country destination: _____

Onsite organization: _____

Contact person: _____

Contact email: _____ Contact cell: _____

Total # traveling: _____ (# of participants: _____ / # of leaders: _____)

All transportation to be used: ☐ Air carrier: _____ ☐ Site provided transportation

☐ Charter bus company: _____ ☐ Public transportation

☐ CU van ☐ Rental van company: _____ ☐ Personal vehicle(s)

☐ CU drivers: _____

Housing name/address: _____

Other details: _____

_____ All leaders for this trip have been trained for off-campus travel and reviewed relevant travel processes for this trip.
All trip leaders understand and will carry out the responsibilities of leading students on an off-campus trip.

_____ If there is a separate trip budget, I have met with the Business office on the account balance to cover expenses.

Primary Leader's Signature

Date

Additional Final Trip Details Needed

Items to email to the Director of Global Opportunities as soon as possible:

_____ **Final Trip Plan**

_____ **Trip Itinerary** (Word document providing complete flight details, basic trip schedule if not included above)

_____ **Traveler Template** (Via CSV template document with participant names/emails)

Items for trip leaders to carry on trip:

_____ **Traveler List - Emergency Contacts** (from all participants/leaders)

_____ **Health & Medical Information**

_____ **Medical Consent for Minors** (needed for any students under age 19)