

Student Travel Packet

The University's procedures for travel require considerable advance planning. Organizations wishing to travel must submit completed the attached Student Travel Forms at least **four (4) weeks prior for domestic travel and nine (9) weeks for international travel**. Travel requests lacking any required documentation will not be processed until the packet is completed. No travel related purchases will be processed or reimbursed without a completed travel packet and finalized Travel Authorization Form.

Clubs and organizations may provide funding for registration fees, transportation, lodging, meals (excluding the number of meals included as part of the registration fees), taxi, and reasonable miscellaneous expenses deemed necessary by the student organization and in accordance with University purchasing procedures. Organizations must have funding available and reflected in their account for all requested expenses prior to submitting travel forms.

Travel Procedures

1. Complete all Student Travel Forms

All travel information and expenses must be listed and attached to the forms. Be sure to obtain the appropriate signatures prior to submitting the forms. The following forms are considered part of the packet and must be submitted together:

1. Student Travel Request and Emergency Contact Form : *Each student traveling must provide their name, contact information, ect. A main contact person (student) responsible for collecting all receipts and disseminating information must be designated for your trip.*
2. Hold Harmless Agreement : *All students traveling with the group must sign the Insurance and Liability wavier and provide emergency contact information – no travel will be processed unless these are completed.*
3. Travel Itinerary: *Attach all requested information, including airfare itinerary, accommodations, and a conference brochure (if applicable), to this form. Information can be electronically entered into the electronic PDF form then printed out so that signatures can be obtained*
4. Additional Sources of Funding Form: *Indicate if supporting funds from a department, organization, ect. will be used for this trip.*
5. (When Applicable) Student Accident Insurance: *This is required if a UAA staff or faculty member will be traveling with you. Rates are listed on the insurance application form*

Completed Student Travel Forms must be submitted to the Student Clubs and Greek Life Office in accordance with the deadlines listed above.

2. Attend the Mandatory Pre-Travel Meeting

All members of the traveling group are required to attend a Pre-Travel Meeting with the Leadership Coordinator for Student Clubs and Greek Life. This meeting will be scheduled by the Leadership Coordinator at least two weeks prior to the departure date. Final details of the travel will be covered during this meeting and helpful information about the destination city, airports, and other travel tips will be provided.

3. Retain all Receipts from Travel

Return receipts to the Student Clubs and Greek Life Office within 10 days of your return. A Travel Expense Form will be prepared for your signature. If you incurred additional pre-approved expenses beyond the travel advance, you can expect to receive reimbursement by mail approximately three weeks after submitting the Travel Expense Form. Expenses not pre-approved are the traveler's responsibility and will only be reimbursed upon permission of the entire organization.

Students and student organizations are responsible for ensuring that they and their guests comply with the Student Code of Conduct while on property owned or controlled by the University, or while at activities authorized by the University. Violations of the Student Code of Conduct are subject to University student judicial review process and disciplinary action by the University. While on travel status, students are prohibited from consuming, possessing, or being under the influence of alcohol or other illegal substances unless the individual has applied for and received a request for serving beer and wine from the Vice Chancellor for Student Affairs. For the purpose of this policy, travel status starts when students begin transporting themselves to the event and when they return to their original starting location.

**Student Travel Packet
Frequently Asked Questions**

How far in advance do I need to turn in my travel packet?

If you are traveling within the 50 United States, all paperwork must be submitted **four** (4) weeks before your departure. If you are traveling internationally (including Canada, the Virgin Islands, Puerto Rico, and Guam), all paperwork must be submitted **nine** (9) weeks before your departure. Additionally, requests for international travel must be accompanied by a letter of support from a staff or faculty member at UAA. For academically related travel, the letter should come from the Chair of the department or faculty member facilitating/supporting the trip.

How long does it take for travel to be authorized?

Student Travel Packets that are submitted within the necessary timeframe and include all required documentation will be processed within 2 business days. Final authorization for travel can take up to 2 weeks. Once authorization has been given your primary contact will be notified.

What if we have non-UAA travelers in our group?

If the non-UAA travelers are receiving funding from a recognized UAA organization, department, grant, or other source they must complete all portions of the Student Travel Packet. Non-UAA travelers receiving funds from a University source are accountable to all UAA travel policies and regulations. Recognized UAA sources providing funding to non-UAA travelers are responsible for the actions of the non-UAA traveler during the authorized travel.

How do I buy an airline ticket, book a hotel, or pay for my event registration?

Once the completed Student Travel Forms are submitted and approved, the Student Clubs and Greek Life Office can help you purchase these items. Any travel-related purchases made before your trip has been approved will not be reimbursed by the club or organization. Purchasing airline or other transportation tickets before gaining travel authorization is at your own risk. Many travel expenses must be facilitated by the Student Clubs and Greek Life Office in order to ensure payment and reimbursement. There are several options that will make your travel plans go smoothly.

How do I pay for meals, transportation between the airport, hotel, ect.?

A Travel Advance can be requested (minimum \$100). If approved, the advance will be available approximately three days before the start of your travel and can be picked up at the University Center Cashiering Window (be sure to have a picture ID with you). If a group Travel Authorization Form has been submitted, the traveler will sign and receive their advance from the organization's designated representative. Reimbursements may also be provided for these costs after the group has returned.

Are there any additional requirements for international travel?

Requests for international travel must be accompanied by a letter of support from a staff or faculty member at UAA. For academically related travel, the letter should come from the Chair of the department or faculty member facilitating/supporting the trip. Proof of international student insurance is required for international travel. Many options are available through <http://www.internationalstudentinsurance.com>. Students are responsible for purchasing their own insurance. These costs cannot be paid by the university or organization.



Student Travel Packet
Student Travel Request and Emergency Contact Form

Name of UAA club/organization (if applicable): _____

Please provide the following information for each person traveling. If needed, copy this page for additional travelers. Information can be entered into this electronic PDF and printed. Signatures must be obtained once the form is complete.

MAIN CONTACT
Name: _____
Signature: _____
Student ID #: _____
Address: _____
E-mail: _____
Phone: _____
Are You a Citizen of the U.S. or Permanent Resident: [] Yes [] No
I have completed and signed the Hold Harmless Agreement: [] Yes [] No
Emergency Contact #: _____
Contact Name: _____
Relationship: _____

Name: _____
Signature: _____
Student ID #: _____
Address: _____
E-mail: _____
Phone: _____
Are You a Citizen of the U.S. or Permanent Resident: [] Yes [] No
I have completed and signed the Hold Harmless Agreement: [] Yes [] No
Emergency Contact #: _____
Contact Name: _____
Relationship: _____

Name: _____
Signature: _____
Student ID #: _____
Address: _____
E-mail: _____
Phone: _____
Are You a Citizen of the U.S. or Permanent Resident: [] Yes [] No
I have completed and signed the Hold Harmless Agreement: [] Yes [] No
Emergency Contact #: _____
Contact Name: _____
Relationship: _____

Name: _____
Signature: _____
Student ID #: _____
Address: _____
E-mail: _____
Phone: _____
Are You a Citizen of the U.S. or Permanent Resident: [] Yes [] No
I have completed and signed the Hold Harmless Agreement: [] Yes [] No
Emergency Contact #: _____
Contact Name: _____
Relationship: _____

Name: _____
Signature: _____
Student ID #: _____
Address: _____
E-mail: _____
Phone: _____
Are You a Citizen of the U.S. or Permanent Resident: [] Yes [] No
I have completed and signed the Hold Harmless Agreement: [] Yes [] No
Emergency Contact #: _____
Contact Name: _____
Relationship: _____

Name: _____
Signature: _____
Student ID #: _____
Address: _____
E-mail: _____
Phone: _____
Are You a Citizen of the U.S. or Permanent Resident: [] Yes [] No
I have completed and signed the Hold Harmless Agreement: [] Yes [] No
Emergency Contact #: _____
Contact Name: _____
Relationship: _____

Table with 4 columns: Date, Phone #, Name (printed), Signature. Rows for Advisor, President/Treasurer, and Second Officer.



**Student Travel Packet
Hold Harmless Agreement**

Each traveler must complete this form.
Information can be entered into this electronic PDF and printed.
Original signatures must be obtained once the form is complete.

Traveler's Full Name (Print): _____

Club/Organization Name: _____ Date: _____

In recognition of the value of broadening student educational, social, cultural, recreational, and leadership experiences and opportunities for personal growth, the University of Alaska (UA) will provide opportunities for the establishment of student organizations around common goals and objectives. Student organizations (Organizations) may include, but are not limited to, student government, student clubs, campus clubs, honor societies, sororities, fraternities, and student media. By recognizing an Organization, the UA does not assume responsibility for the Organization's actions or activities. Registration of an Organization does not imply endorsement by the UA of the Organization or its views, goals, or objectives, but rather reflects the UA's commitment, expressed in Regents' Policy 09.01.01.C, to a campus environment supportive of free expression through reasoned discourse. Organizations registered with the UA agree to assume sole responsibility for their debts and contracts and to avoid any unauthorized representation that they are agents of the UA or that their views or actions are attributable to, or endorsed by, the UA.

I acknowledge that there may be risks arising out of my participation in this Organization including certain risks which cannot be eliminated without destroying the unique character of the activities. The same elements that contribute to the unique character of the Organization's activities can be causes of loss or damage to me, my personal property, accidental injury, illness, or in extreme cases, permanent trauma, disability or death.

In consideration of the opportunity to participate in this Organization, I acknowledge and assume all risks of participation, known and unknown, inherent or otherwise. My participation is purely voluntary, no one is forcing me to participate, and I elect to participate in spite of and with full knowledge of the risks. In addition, I release, discharge, and agree to defend and indemnify the UA, its agents, employees, trustees, officers, contractors and all other persons or entities associated with it (collectively referred to as "UA") from all claims and liability for any injury, loss or damage in any way connected with my participation in this Organization. This release includes injury, loss or damage claimed to be caused by the negligence of UA. I understand that in signing this document I surrender my right to make a claim or file a lawsuit against UA for personal injury or property damage, wrongful death, or otherwise, except in cases of intentional wrongs or the recklessness of UA.

I have verified with my physician and other medical professionals that I have no past or current physical or psychological condition that might affect my participation in the Organization. I authorize UA to obtain or provide emergency hospitalization, surgical or other medical care for me.

SWORM – Release: Student Organizations 1 of 2 9/18/2006

I and my parent(s) or guardian, if I am a minor, have read, understood and accepted the terms and conditions stated herein and acknowledge that this agreement shall be effective and binding upon myself, my heirs, assigns, personal representative and estate and all members of my family.

Signature

Date

The parent(s) or guardian must sign below if the participant is under 18 years of age. In consideration of UA's allowing participation in the Organization, the undersigned parent(s) or guardian agree on their own behalf to release UA from any claim the parent(s) or guardian may have because of injury or loss suffered by the participant, including injury or loss claimed to be caused by the negligence of UA. In addition, the parent(s) or guardian agree on their own behalf to protect and indemnify UA from any claim and related expenses and fees, brought at any time by the participant or by anyone on the participant's behalf, or by the estate of the participant, or by any member of the participant's family, or by another Organization participant, arising out of the participant's participation in the Organization. This indemnity includes claims of UA's negligence, but not its intentional wrongs or recklessness.

Signature (Parent or Guardian)

Date

Printed Name (Parent or Guardian)



Student Travel Packet
Travel Itinerary Form

Information can be entered into this electronic PDF. Attach all supporting information (i.e.: brochures, itinerary, ect.) to the completed form. Complete a Travel Itinerary Form for each set of students traveling. If all students are traveling on the same itinerary, only one form is necessary. If students are traveling at different times and dates, complete a form for each itinerary. Information can be entered into this electronic PDF and printed. Signatures must be obtained once the form is complete.

Purpose of Travel (attach copies of brochure, information from website, or academic statement):

Dates of Travel:
Are any students traveling on different dates than listed above? [] YES [] NO
If yes, please list names of travelers and dates of travel:

Method of Travel (attach flight/train/other itinerary reflecting price for each ticket):
Are you planning on taking shuttles, taxis, or buses in addition to your above transportation? [] YES [] NO
(Please describe additional transportation)
Are you expecting reimbursement for any of these costs? [] YES [] NO
(Please attach any information regarding these costs)
Total Transportation Cost: \$ _____

Lodging (attach invoice or estimate from location including name, address, telephone number):
Number of days at this location: _____
Number of rooms: _____
Number of travelers per room: _____
Price per room: \$ _____
Taxes and additional fees: \$ _____
Total Lodging Cost: \$ _____

Event Registration Fees (attach additional information to reflect this fee):
Is lodging included in your event registration fee? [] YES [] NO
Are meals included in your event registration fee? [] YES [] NO
Are you requesting a per diem for meals not included? [] YES [] NO
To determine the maximum amount allowed for each state, visit http://qsa.gov, and click on the Per Diem rates in the right hand colum. Per diem is optional and UAA student organizations may elect to offer travelers less than the minimum rate.
Total Registration Cost: \$ _____

Are there any other expenses associated with this travel? [] YES [] NO
(Please attach any information regarding these expenses)
Total Additional Costs: \$ _____

Total Travel Expenses: \$ _____

Have you applied for a USUAA Travel Grant? [] YES [] NO

Are you receiving financial assistant from a UAA student club, organization, or department? [] YES [] NO
Please complete the Sources of Funding Form and attach any financial commitment or scholarship letters.
Total Approved by Club/Organization: \$ _____



Student Travel Packet
Sources of Funding Form

If you plan to seek funding support from additional areas, such as the ones listed below, please contact them directly. If you have already received funding approval, please complete the shaded area (s). If special circumstances are attached to your funding (i.e.: can only be used towards airfare, ect.), please indicate this exception.

Information can be entered into the electronic PDF. Signatures must be obtained once the form is complete.

I will not be receiving funding from a UAA Club or organization, another department at UAA, or from an outside funding source. All travel related expenses will be personally paid by the student travelers.

Recognized UAA Club or Organization

Name of Club or Organization: _____

\$_____ has been authorized by the above source.

President/Treasurer (printed name) _____

Phone Number _____

President/Treasurer Signature _____

Date _____

Adviser (printed name) _____

Phone Number _____

Adviser Signature _____

Date _____

Internal UAA Funding

- Student Travel Grant
UAA department _____

- Diversity Action Council
Office of Undergraduate and Research

\$_____ has been authorized by the above mentioned source.

Budget Authority (printed name) _____

Phone Number _____

Budget Authority Signature _____

Date _____

External funding (non-UAA)

Name of source: _____

\$_____ has been authorized by the above mentioned source.

Contact Person (printed name) _____

Phone Number _____

Contact Person E-mail Address _____

Contact Person/Budget Authority Signature _____

Date _____