



Center for Student Involvement

Advisor Pre-Travel Meeting Checklist

This meeting should take place at least four (4) weeks before any planned departure and six (6) weeks before international travel

Advisors, please use this as primer for a meeting with the group you advise prior to their travel.

START HERE-

Purpose

- Why are you traveling?
- Does it fit in with the mission of your student organization?

Location

- Where are you going?
- Is it same day/local, domestic or international?

Participants

- Are all students traveling current UIC students?
- Which student(s) will be the "trip leader"?

Transportation

- How are you getting there? Car*, plane, boat, train?
- Do you have the appropriate contracts?

Lodging

- Where are you staying?
- Do you have the appropriate contracts?
- Please complete the Clery travel report upon your return.

Finances

- How are you going to fund it?
- Do you have a trip budget?
- What is the group agreeing to pay for?
- What is the individual agreeing to pay for?

Misc-

Documentation

- Have you collected all waivers?
- Have you collected all emergency contact information for the participants?
- Do you have all contracts on file?

Student Reminders

- Check-in with your advisor throughout the trip
- Alert your advisor of all emergencies (large and small)
- Notify your advisor of any change in itinerary
- Have all paperwork organized
- Use common sense

Post Trip Wrap-Up

- Are there any outstanding expenses?
- Are there outstanding financial transactions?

Please Note That Registered Student Organization Travel IS NOT CONSIDERED UNIVERSITY TRAVEL