

# Check Sheet for UMA Sponsored Trips

The following checklist has been developed by the Office of Student Life to assist you in making your trips as successful as possible. **The responsible party for each University-sponsored trip (aka trip leader) must consult with the Director of Student Life/Designee in planning his or her trip. This step is required to make certain that all reasonable and necessary steps are taken to ensure: the safety of all participants; compliance with all applicable University policies; and proper attention to issues of liability. These policies apply to all participating students, faculty, staff and guests.**

**Complete a [Travel Authorization form](#)**

*Must be filled out for **anyone** transporting students in state or out of state (even if taking personal, public or contracted transportation.) You do not have permission to travel or transport students until your travel has been approved by the **Office of Administrative Services**. The form includes:*

- Trip destination
- Budget with correct MaineStreet chartfield combinations
- Spending breakdown (required for out-of-state travel) e.g.: hotel, food, registration
- Required signatures
  - Must have signature by traveler, supervisor, and the Executive Director of Administrative Services
  - If traveling out of state, Provost's signature is required

**Transportation: Determine which option(s) you will use and what special arrangements and/or training is required**

- University mini-bus (seats 14 plus a driver)
  - Arrange required training for you and additional drivers for your trip through the Office of Student Life, Randall 204 or 621-3442
  - Schedule buses through the Office of Student Life
  - Familiarize yourself with bus policies, available from the Office of Student Life
  - Plan for bus parking during the trip
  - Arrange to cover the \$25.00/day plus .75 a mile cost
- Central Fleet Rental (through the State)
  - Call 287-6997
  - Select sedans or 7-passenger vans
    - \$35.00/day or 48 cents a mile (whichever is greater)
  - or 12-passenger vans
    - \$43.00/day or 70 cents a mile (whichever is greater)
  - Must go through training if driving a 12-passenger van
- Personal vehicle(s) (carpooling)
- Contracted transportation, e.g.: coach bus
- Public transportation
- Flights and trains

**Secure all necessary funding**

*You must have **all** funding for the trip in place **before** you begin to advertise your trip.*

- **Secure [Cash Advance](#), if applicable**
  - Determine if you need money for meals, tolls, parking, etc.
  - Cash advance requests takes about two weeks to process
  
- **Define Trip Details**
  - Define who is eligible to participate: Specific class or club members only? Open to all students? Open to faculty and staff, as well?
  - What is the cost for student participants? Faculty/staff participants, if applicable?
  - Are guests of participants allowed to go on trip, as well? If so, at what cost?
  - How, where and when do people sign up?
  - Develop a plan to accommodate special needs of participants: diet, religious, allergies, disabilities, etc.
    - You may need to consult with Learning Support Services (students) or Administrative Services (employees) regarding some accommodations
  
- **Develop an advertising strategy**
  - Posters
  - [Moosebytes](#)
  - Lobby TVs
  - MOTD (if applicable)
  - Syllabus (if trip is part of a class or counts as extra credit)
  - Email to classes or advisees....post on Blackboard
  - Other?
  
- **Determine if reservations are required and make necessary arrangements**
  - Lodging
  - Transportation (see previous section on Transportation)
  - Other (museum tickets, plays, tours, etc)
  
- **Become familiar with applicable policies**
  - Drinking age: participants must follow all University policies and state of Maine (or travel location) laws while on the trip
  - All drivers must be pre-approved
  - [Travel Authorization form](#)
  - Driving policies: no authorized driver may drive over 8 hours in a day
  - [Motor Vehicle Use Policy](#)
  - [UMS Administrative Practice Letters](#)
  
- **If necessary, arrange to leave personal vehicle(s) on campus overnight**
  - Check with Campus Security to see where cars should be parked
  - Leave a list of license plates with Campus Security
  - Ensure that all vehicles are properly secured and locked
  
- **Determine need for Trip Cancellation Insurance (optional)**
  - Investigate options and arrange for purchase
  - *Especially if you are flying, consider trip insurance, which can be helpful if there are flight cancellations, cancelled trips, etc.*

- **Prepare and complete the Liability Release form**
  - Create a fully customized Liability Release form working from the most current generic form (see Student Life)
  - All travelers who are not traveling in an official University capacity must sign the form *prior to* departure
  - Retain forms per University policy
  
- **TAKE ADDITIONAL STEPS FOR INTERNATIONAL TRAVEL (Includes Canada)**
  - Make sure that all parties have the required [Passports](#)
    - It can take up to 6 weeks to obtain a passport
  - Determine if [Visas](#) are needed and arrange for all parties to have them
    - **Create and have participants complete the International Liability Release form; note that this differs from the standard form**
  
- **Consider Health & Safety Issues**
  - Determine if special Immunizations are required/recommended
  - Determine if there are special health or safety concerns in this location that must be reflected in the release
    - What other special precautions are warranted?
  - Trip Insurance (see above)
  - Obtain Travel Medical Insurance; this is *required* (e.g.: <http://medexglobal.com/>)
  
- **Arrange to leave copies of the following records on campus, with Student Life and applicable department**

*Trip leader also must have a duplicate of this information with him/her on the trip*

  - Prepare a detailed itinerary, including:
    - Daily schedule and location
    - Airline flight times & numbers
    - Accommodations
    - Emergency contact information while on trip
  - Prepare a list of participants (to include trip leader)
    - Copy of passport and visas, if needed
    - Emergency contact information for each participant
  - Emergency Contact on campus for participants/family members to contact
  
- **Recommendations**
  - Contact credit, debit, ATM card issuers (banks, financial institutions, and credit card companies) to notify them that you are traveling
  - Check on cell coverage: Will you have service? Special cost of the service?
  - Purchase travelers checks
  - Exchange money before you leave for your destination