Below is a basic guide for planning travel with your organization. As it is with any type of trip it is best to prepare in advance, the more time the better. If you have any questions please contact the Office of Student Involvement at 239-590-7739.

WHAT IS TRAVEL?
All Registered Student Organizations traveling off campus for an event, conference, or any activity where they are representing the student organization and FGCU, a representative from the organization is required to fill out a Travel Form with all of the attendees’ information. Completed Travel Planning Forms must be submitted to the Office of Student Involvement 2 weeks prior to the departure date. In addition to the Travel Planning Form submitted, Travel Waivers must be submitted for all travelers.

RESEARCH AND INFORMATION YOU NEED TO COMPLETE BEFORE YOU BOOK TRAVEL
- Why and where is your organization traveling?
- How will your organization decide who will go on the trip?
- Location of destination
  - How will you be getting to destination?
    - Car
      - Personal vehicle
      - Rental vehicle
      - Van
    - Plane
    - Bus
    - Other?
- Are you staying overnight? If so, where will you stay?
  - Hotel
  - Camp ground
  - Other
- Financing of Travel
  - How much will the trip cost?
  - Are there fees for the conference/exhibit/etc?
    - Who will pay those fees?
  - How much does your organization have in your travel account?
  - What can each person expect to pay out of pocket for travel?

6-8 WEEKS PRIOR TO DEPARTURE DATE
- Pre-trip planning meeting
  - Decide where you will be going
  - Decide who will be going and complete travel planning form and travel waivers.
- Travel Form and Waivers submitted to Office of Student Involvement (no purchases of travel can be made without the Travel Planning Form and Travel waivers submitted)
- Pay for conferences fees
- Book method of transportation
  - Book airline tickets
  - Reserve Rental Car
- Book Hotel or arrange accommodations for those staying overnight

1-2 WEEKS PRIOR TO DEPARTURE DATE
- Pre-trip meeting
- Review itinerary and call participants or other organization members to remind them of any further details of the trip and answer questions.
- Confirm reservations with hotel, campground or other accommodations

DAY OF TRAVEL
- Do a traveler roll call. Make sure you have everyone’s contact number and you have a copy of their travel waivers which has their emergency contact information.
- Travel safe!