

USM Student Travel Registration Form

Complete and Return to Dean of Students Office – 135 Woodbury

This form must be completed and returned prior to any individual student travel or student organization-sponsored travel. If you fail to complete this form thoroughly and accurately prior to travel, you and/or your student organization will not be reimbursed for travel expenses.

Travel Registration Form must be submitted prior or at time of financial request of SGA/BSO funds. If any changes are made after the form has been submitted, please contact Dean of Students Office to notify of the changes immediately.

Name (primary contact): _____

Student ID Number: _____ Cell Phone: _____ Email: _____@Maine.edu

Student Organization (if applicable): _____ # of Students Traveling: _____

Travel Dates: _____ Destination(s): _____
Reason for Travel: _____
Mode of Transportation: <input type="checkbox"/> Air <input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Rental Car <input type="checkbox"/> Personal Vehicle/Fleet Vehicle

The following must be submitted to complete the travel registration process. Please attach the required information.

- Travel Roster** (See Page 2)
 - Name, Student ID for each individual traveling.
- Travel Itinerary**
 - For flights and train travel, official documentation from the airline or train company including flight numbers, dates, and times, for both departing and return flights must be submitted for each individual traveling.
 - For buses and cars, departure date, time and estimated arrival time are needed for both to and from the location. Official documentation from the bus company must be provided.
- Lodging Information**
 - Name, address and phone number of the lodging location
- Day to Day Itinerary**
 - If the travel will only be in one location (such as a conference at a hotel or convention center), the location, dates and times are needed.
 - If traveling during the trip (doing service projects, field trips around town, tours, etc.) a detailed schedule of where the group will be traveling must be included.

Office Use Only *Do not sign until all required information is received*
__ Required information received for each traveler

Staff Signature _____ Date _____

The information below is required for each traveler. The emergency contact on file through Dean of Students Office will be contacted in the event of an emergency. All students must be 18+ years old and registered for classes during the time of the request and during travel. Please submit all updates prior to travel.

Name of Traveler (Print Clearly)	Student ID #	Before @Maine.edu

For additional travelers, please attach an additional sheet with the required information for each person.

USM Student Organization Travel Policy

All student organizations must register their travel experiences prior to the departure date. Student Organization travel includes, but is not limited to, all modes of transportation, lodging, and registration for conferences, competitions, performances, service trips, field trips and student organization retreats. Trips that are out of the local area (more than a 50 mile radius) OR overnight must be registered.

Failure to register travel, thoroughly and accurately prior to the departure date, will result in the individual and/or student organization not being eligible for reimbursement for travel expenses.

Travel is required to be registered regardless of the source of funding (SGA, BSO, academic departments, individuals, etc.).

Domestic Travel

A Travel Registration Form, participant roster, travel itinerary, and detailed day-by-day itinerary must be submitted to Dean of Students Office or SGA prior to the departure date. [The Travel Registration Form is available online](#) or SGA Business Office.

International Travel

The trip leader must meet with the Director of International Programs or his/her designee to review the travel requirements. [Requirements of international travel](#) include, but are not limited to:

- All participants must be USM students, faculty, or staff.
- Two faculty or staff members must accompany all student organization sponsored travel on which five or more students are traveling.
- No one under the age of 18 may participate.
- All trips must be registered and each participant must complete their trip profile in the Travel Safety Network.
- If planning to travel to a country on the Department of State's travelling warning list, a petition must be completed and if the petition is approved, all requirements must be met.

Trip Coordinator Responsibilities

The student organization must designate a member of the travel party to serve as the **Trip Coordinator**. The Trip Coordinator is responsible for submitting travel authorization requests for the trip. Trip Coordinators must travel with the organization and act as liaison for their student organization during the approval process and on the trip. The Trip Coordinator should confirm receipt of appropriate travel documents with the Dean of Students staff or Recreation Services (Sport Clubs). When necessary, the Trip Coordinator may need to meet with staff to review and evaluate the completed Student Organization Travel Authorization information.

When using a 15-passenger van or a vehicle towing a trailer, the Trip Coordinator must ensure that drivers for the trip have completed Large Passenger Van training. Drivers who need to complete this training must contact Transportation Services and allow enough time to register for and complete the next available class.

These classes are available only through Department of Facilities and are usually offered monthly.