



Travel Tips



What to know about student org travel before you go!

- Consider the following aspects of your org traveling:
 - How does the trip align with the org's mission, purpose, and goals?
 - Is the trip necessary for the organization?
 - Does it make sense for the org's membership?
 - How will it be beneficial for the group?
 - What is the expected outcome?
 - Does the org have the capability and resources to plan such a trip?
- Has the trip been approved through the organizational decision-making process?
 - Has your org discussed and assessed the risks (physical, emotional, reputational, financial, & facilities) associated with the trip?
 - Does your org have a plan for addressing and reducing the risks?
 - Have you discussed the trip with your advisor?
- Has your org planned accordingly to reduce risk?
 - Has your org considered working with licensed, insured companies that can provide travel service to reduce risk for your group?
 - Has your org created and distributed completed forms, waivers, rosters, etc. associated with the trip?
 - Has a formal trip itinerary and daily schedule been created, approved, and distributed to travelers?
 - Does your org have all the materials, equipment, and resources needed for a safe travel?

Travel Planning & Resources

To be mindful and proactive, student organizations should create a travel roster, emergency contact sheet, and travel itinerary before traveling and take a copy of these documents on the trip.

- The **Travel Roster** should include the names of all the org members who are traveling as well as phone number and email.
- The **Emergency Contact Sheet** should include emergency contact information for each member traveling.
 - Traveler's name
 - Emergency contact
 - Phone number (more than one if available)
 - Relationship to the traveler
- The **Travel Itinerary** should include the following:
 - Name of the organization
 - Dates of trip
 - Destination
 - Lodging & Accommodations
 - Planned stops along the route
 - Phone number where the org can be reached at all times
 - Phone number & location of the closest local hospital near the destination (for emergency)
 - Org members who are on the trip (travel roster)
 - Emergency contact sheet
 - Contact info for appropriate TTU contacts (advisor, department, etc.)

- **Waivers** should be signed by all org members traveling prior to leaving on the trip.
 - You may find all necessary waivers and forms on the [SGA](#) website.

Air Travel

- Student organizations should comply with all federal laws regulating air travel, the rules of the specific airline being used (carry-on baggage and weight restrictions), and SGA's rules regarding group traveling.
 - Additional information can be found on the [Student Affairs Student Travel Policy](#).

Tips for Rental & University Vehicles

- **Rental Vehicle** - Student organizations may rent a car from TTU's contracted agencies: Enterprise/National, Avis/Budget, and Hertz. To obtain the correct daily rate, the TTU contract ID must be applied when the vehicle is reserved. For more information, please refer to [TTU's OP 79.08](#).
- **University Vehicle** - A [Rental Reservation Sheet](#) must be submitted by the requesting department of the student organization to the Vehicle Rental Office for approval. If approved, university vehicles are rented to and operated by approved university employees (faculty, staff, and students) **only**.
 - All approved student drivers must be accompanied by an approved university faculty or staff member at all times while operating a rental vehicle out of town. For more information, please refer to [TTU's OP 80.02](#).

Tips for Personal Vehicles

- If students use their own vehicles, and/or transport other students as passengers, they must be informed, in advance by the sponsoring department, that their personal insurance will be responsible for any liability that may arise from such use.
- The university discourages the use of personal vehicles.
 - Additional information can be found on [TTU's OP 79.13](#).

Travel Tips for Drivers

- TTU provides no insurance coverage for personal vehicles.
- Avoid all drinking, drugs—including prescription and non-prescription drugs, etc.
- Make sure to have a legal driver's license and up to date insurance.
- Wear your seatbelt and ensure that all passengers **always** wear it.
- Only transport the number of passengers recommended for the vehicle.
- Friends and family are not allowed to travel in state owned vehicles.

Safe Driving

- Drivers should be well rested, healthy, and alert. Take breaks from driving and avoid driving more than two to three hours at a time.
- Avoid operating a vehicle at late hours or very early hours when it may be harder to stay alert.
- Do not pick up hitchhikers or anyone you are not well acquainted with. Transport only those who are authorized to travel with your group.

- Avoid use of cell phone or playing music too loud while driving.
- Avoid carrying firearms, ammunition, explosives, etc.
- Be alert to construction areas or other hazards between you and your destination.
- Coordinate and communicate departure time, arrival time, etc. to all concerned parties at home and at your destination point.

Tips in Case of an Accident

- If involved in an accident while driving, you **must** stop.
- If anyone is hurt, get help. Contact the appropriate law enforcement agency and request immediate assistance (dial 911).
- Pull over to the side of the road if possible and turn on your hazard lights.
- Trade information with everyone involved in the accident:
 - Name, address, phone number of all drivers
 - Name, address, phone number of all passengers and/or witnesses
 - Driver's license numbers and license plate numbers
 - Insurance companies for all drivers involved
 - Registered owners of all cars
 - Year, model, make, etc. of all cars involved
- Do not discuss what happened with anyone but the police. Do not say it was your fault, and do not make accusations. Take your own notes of what happened and if conditions allow take photos of the scene and vehicles if possible.
- Immediately report the accident to your insurance company.
- If you have or suspect an injury, visit the doctor immediately.

Things To Do Before You Leave

- Check the weather and make sure it's safe to drive.
- Find directions to your destination and take the safest acceptable route.
- Find address and contact information for your destination.
- Gather contact info for any other drivers/vehicles going on the trip, as well as a travel roster.
- Gather emergency contact info for all travelers.
- Have each traveler sign a waiver prior to travel and leave copies on file on campus with an officer of your organization or advisor.
- Leave a copy of your destination info, stops in-between, contact info for drivers, and emergency contact info with your advisor on campus.
- Perform a thorough pre-trip vehicle maintenance check of your vehicle.

Things To Take with You

- Have all important contact info on hand (TTU contacts, destination, other travelers, and traveler's emergency contact info).
- Have a map and directions of your route and destination for all vehicles traveling if traveling in a group.
- Take a fully charged cell phone and charging accessories on the trip.
- Have 24-hour roadside assistance available.

Things To Do After the Trip

- SGA requirements
 - Submit a [Group Travel Return Form](#) to SGA in SUB, 302.
 - Maintain all hotel, meal, and any other receipts from the trip.
 - All receipts **must** be itemized and the original receipts.

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