### **Student Travel Request Form Workflow**

This graphic is designed to provide an overview of the process. Please consult the <u>Student Travel Policy</u> for more details.

# Trip Leader Submits "Student Travel Request Form"

- 2 weeks prior to trip departure (MOST CASES)
- 3 days prior to trip departure for athletic competitions
- 1 month prior to trip departure for domestic nonregional travel
- 3 months prior to trip departure for international travel

## Supervising Dean/VP Reviews Submission

Once submitted by trip leader, the supervising Dean/VP receives an emailed copy of the submitted form to review and selects one of the following:

#### **Approve Trip**

Approval email sent to trip leader. This email will contain a list of all participants, emergency contact information for all participants, and generates emails to inform faculty of any excused absences pertaining to the trip for all classes of all participants one day prior to trip departure.

#### **Deny Trip**

Email is sent to trip leader notifying them the travel in its current form has been denied and may not move forward. Should this occur, trip leader should speak with the supervising Dean or VP for additional feedback.

#### **Revise and Resubmit**

Form is returned to trip leader to update based on the Dean/VP questions, concerns, missing information, etc.