

Advisor Pre-Travel Meeting Checklist

This meeting should take place at least four (4) weeks before any planned departure and six (6) weeks before international travel

Purpose

- Why are you traveling?
- Does it fit in with the mission of your student organization and Northwestern University?

Location

- Where are you going?
- Is it same day/local, domestic or international?

Participants

- Are all students traveling current NU students?
- Which student(s) will be the "trip leader"?

Transportation

- How are you getting there? Car*, plane, boat, train?
- Have you reviewed and followed the [Motor Pool](#) process/policies?
- Do you have the appropriate contracts?

Lodging

- Where are you staying?
- Do you have the appropriate contracts?

Finances

- How are you going to fund it?
- Do you have a trip budget?
- What is the group agreeing to pay for?
- What is the individual agreeing to pay for?

Paperwork

- Have you collected all waivers?
- Have you collected all emergency contact information for the participants?
- Do you have all contracts on file?

Student Reminders

- Check-in with your Advisor throughout the trip
- Alert your Advisor of all emergencies (large and small)
- Notify your Advisor of any change in itinerary
- Have all paperwork organized
- Use common sense

Post Trip Wrap-Up

- Are there any expenses?

*Students may not drive vehicles larger than 7-person passenger vans