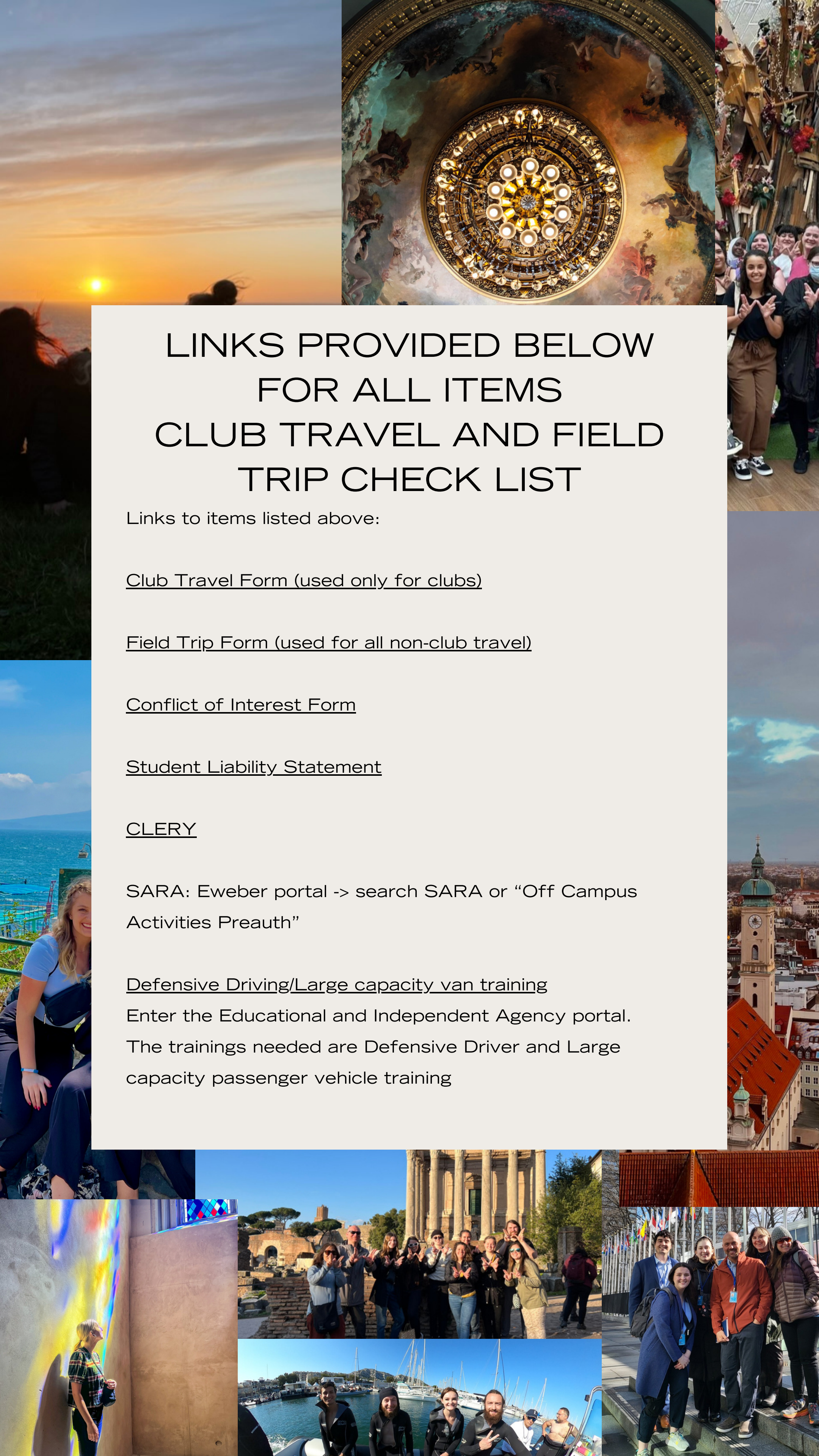




# Club Travel and Field Trip Check list

LINKS PROVIDED BELOW FOR ALL ITEMS

- Have you filled out the appropriate travel form?
- Have each faculty or staff participating in this event filled out a copy of the Conflict of Interest form?
- Do you have a list of the students attending?
- Have the students signed the student liability statement?
- Has CLERY been submitted? (Needed for any program with an overnight component)
- Has SARA been submitted? (Needed for any program taking place in the USA/territories but outside of the state of Utah)
- Do you have your airfare or transportation booked (please use State of Utah travel or Study Abroad for flights)?
- If you are driving, is your defensive driver training up-to-date?
- Have you submitted a group travel request in Concur?
- Have you reserved your accommodations?
- Have you booked any entrance or conference admissions?
- Have you purchased health insurance for your participants? (Recommended for any program leaving Utah)



# LINKS PROVIDED BELOW FOR ALL ITEMS CLUB TRAVEL AND FIELD TRIP CHECK LIST

Links to items listed above:

[Club Travel Form \(used only for clubs\)](#)

[Field Trip Form \(used for all non-club travel\)](#)

[Conflict of Interest Form](#)

[Student Liability Statement](#)

[CLERY](#)

SARA: Eweber portal -> search SARA or "Off Campus Activities Preauth"

[Defensive Driving/Large capacity van training](#)

Enter the Educational and Independent Agency portal.  
The trainings needed are Defensive Driver and Large capacity passenger vehicle training