

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 to items listed above:

Club Travel Form (used only for clubs):

https://apps.weber.edu/wsuiimages/studyabroad/WSU%20Club%20Travel%20form.pdf?_gl=1*1nlfq0q*_ga*MjA3NTcyNTUxMC4xNjc4NzlxMDI0*_ga_NBZY81HSZM*MTcxMDQzODExNC41ODIuMS4xNzEwNDM4Nzg4LjAuMC4w

Field Trip Form (used for all non-club travel):

[https://apps.weber.edu/wsuiimages/studyabroad/WSU%20Field%20Trip%20form%20\(3\).pdf?_gl=1*1vs hf7r*_ga*MjA3NTcyNTUxMC4xNjc4NzlxMDI0*_ga_NBZY81HSZM*MTcxMDQzODExNC41ODIuMS4xNzEwNDM4NzkxLjAuMC4w](https://apps.weber.edu/wsuiimages/studyabroad/WSU%20Field%20Trip%20form%20(3).pdf?_gl=1*1vs hf7r*_ga*MjA3NTcyNTUxMC4xNjc4NzlxMDI0*_ga_NBZY81HSZM*MTcxMDQzODExNC41ODIuMS4xNzEwNDM4NzkxLjAuMC4w)

Conflict of Interest Form:

https://apps.weber.edu/wsuiimages/studyabroad/Conflict%20of%20Interest%20waiver.pdf?_gl=1*1sgfq n0*_ga*MjA3NTcyNTUxMC4xNjc4NzlxMDI0*_ga_NBZY81HSZM*MTcxMDQzODExNC41ODIuMS4xNzEwNDM4ODE5LjAuMC4w

Student Liability Statement:

https://apps.weber.edu/wsuiimages/studyabroad/Field%20Trips%20Statement%20of%20Understanding%20Release3.pdf?_gl=1*rs7y6i*_ga*MjA3NTcyNTUxMC4xNjc4NzlxMDI0*_ga_NBZY81HSZM*MTcxMDQzODExNC41ODIuMS4xNzEwNDM4OTlyLjAuMC4w

CLERY: <https://forms.gle/mSZsMnMhGwv48LBP8>

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

Defensive Driving/Large capacity van training: <https://risk.utah.gov/risk-training/>

Enter the Educational and Independent Agency portal.

The trainings needed are Defensive Driver and Large capacity passenger vehicle training.