

**SUNY ORANGE TRAVEL FORM INSTRUCTIONS**

1. Anyone planning a trip must submit a **“Travel Approval Request”** form which can be found on the employee tab of My SUNY Orange listed under Frequently Requested Forms and Information. Class trips, Student Services trips, CAPE, and International trips require different signatures for approval. Please read the form carefully, supply all information requested, and forward to the appropriate administrator(s) for approval. Below is a summary of the steps for travel approval request forms:
   * Trip Organizer is to complete form entirely.
   * Trip Organizer is to obtain required departmental signatures.
   * Trip Organizer submits completed form with department signatures to VP for

Administration. Once approved by VP for Administration, copy of approved form will be sent to trip organizer, and area VP.

* + Area VP will be responsible for sending approved travel request form and Waiver of Liability forms to Security office.

1. All participants must complete a waiver and return to the Trip Organizer prior to departure*.*

Trip Organizers should distribute a copy of *“Waiver of Liability – Local and State”* or *“Waiver of Liability – Travel Abroad”* to all participants.

Absolutely no one will be permitted to travel unless they submit a waiver form. It is the responsibility of the Trip Organizer to insure that each participant has submitted a waiver. All waiver forms shall be kept by the department originating the trip. A copy of all waivers must be forwarded to the area Vice President prior to the date of the trip. ***Area Vice Presidents will be responsible for sending the approved Travel Request Form and the Waiver of Liability forms*** ***to the Security Office prior to travel.***

**Further Instructions for International Travel**

Please note: International travel requests must be received in the President’s office prior to October 1 of the academic year in which the trip will take place and they must be approved by the President prior to advertisement of the trip.

1. Anyone signing up for an international trip must be enrolled, minimally, in either the department’s 1-credit travel course, or a non-credit course created specifically for the trip by CAPE. There can be no exceptions.
2. Organizers of international trips must inform participants that it is advisable to purchase trip insurance. (See Bullet #10 on the international travel waiver form.)
3. Organizers of international trips must advise the appropriate AVP that they have secured permission from the President and that they are ready to register students. Once received, the appropriate AVP will contact Registration regarding suspension of the tech fee for all trip participants.

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