

Intent to Travel Worksheet

**Student Organization:**

**Travel Location:**

**Travel Dates:**

**Number of Student Travelers:**

**Brief Explanation of Travel Purpose**

• *Below students should provide a brief 3-5 sentence explanation of the travel purpose.*

**Method of Travel**

• *Select the method of transportation that will be used to travel to and from your destination. All methods of transportation will be booked through the Student Affairs Finance Office.*

Airfare

Rental Vehicle

Personal Cars

Gray Line Bus

Other (please explain):



**Lodging/Accommodation Plan**

• *Please use the space below to explain what type of lodging will be needed for your travel. (e.g. hotel choice, number of nights and rooms, single or double beds, etc.)*

**Budget Estimate**

• *Please use the space below to estimate costs associated with travel. (It is recommended that students over budget as travel costs can change daily. Please note that students may not rent AirBnbs nor may they fly budget airlines such as Spirit or Frontier.)*

**International Travel Only: Travel Risk Assessment**

• *Any student organization traveling outside of the 50 United States and her territories must have their travel approved by the Office of Global Safety. All information and necessary links can be found on the SOLS website.*

• *Review and begin the Travel Risk Assessment (VTRAC), which is required for all University sponsored international travel.*

• *Download and review the Safety and Security Checklist*

• *Register international travel with the Office of Global Safety. To learn more about registering international travel, please visit the Office of Global Safety website. (Student organizations should begin the process of registering their travel 3-6 months in advance of the intended travel.)*



**Additional Accommodations or Needs**

• *Please use the space below to explain any other special considerations.*

**Necessary Forms and Next Steps**

• *Once you have completed the steps above, please send this completed checklist to your adviser and ask for their approval. You will not be able to move forward in the travel process until all items have been completed and your adviser sends you a final approval email.*

• *After receiving adviser approval, the student org should complete the Travel Request Form on Anchor Link.*

• *Students will be contacted via email from an Administrative Coordinator within the Student Affairs Finance Office with next steps.*

• *Students must complete the Group Travel Planner and sign liability forms BEFORE they leave for their trips. Forms will be sent to the student org by the Administrative Coordinators.*

• *Please allow 4-6 weeks for all domestic travel and 3-6 months for all international travel.*

• *Contact* *StuOrgPurchases@vanderbilt.edu* *if you have any questions about completing this form or other questions related to travel.*