

## PRE-TRAVELGROUP TRAVEL CHECKLIST GUIDE

### COMPLETE THE GROUP TRAVEL AUTHORIZATION REQUEST FORM

Complete the Group Travel Authorization Request form. This form must be submitted prior to travel even if you are not requesting an advance. Reimbursement Requests/Advances will not be honored if authorization is not submitted to Foundation prior to travel. All travel must receive supervisor approval (MPP approval). The coordinator should complete this form. <https://csudhfoundation.com/group-travel-authorization-and-advance-request/>

### ADDITIONAL STAFF/EMPLOYEES ATTENDING

All staff and employees attending the trip should complete the Travel Authorization and Advance Form. <https://csudhfoundation.com/travel-authorization-and-advance/>

**Their approvals should be attached to the Coordinators Group Travel Authorization Request form**

### ARE YOU ENTERING INTO A CONTRACT OR AGREEMENT?

- No one other than the Foundation’s Executive Director or Board designee has the authority to sign/enter Foundation into a contract/agreement/or MOU.
- No project coordinators, faculty, or staff have the authority to enter Foundation into a contract, agreement, or MOU unless designated to do so by the Foundation Board of Directors.
- Foundation Executive Director or delegated authority must review and sign all contracts, agreements, MOUs.
- If you are contracting with a travel company: Provide a Certificate of Insurance with a general liability per occurrence minimum of \$1 million and an endorsement for the campus as an additional insured. Additional Insured Must State "*California State University, Dominguez Hills Foundation and University*"

Send all contracts to [jmatzen@csudh.edu](mailto:jmatzen@csudh.edu) for review and approval

### ENSURE YOU HAVE SIGNED STUDENT TRAVEL WAIVERS

All non - CSUDH students, faculty, or staff traveling or participating in an on-campus activity must fill out the Release of Liability Waiver Form (CSUDH and Partnering K-12 schools).

<https://csudhfoundation.com/foundation-liability-waiver-form/>

Are any minors attending? If so, the bottom portion of the Student Travel Waiver “If Participant is Under 18 years of Age” must be signed by the minor’s parent/guardian.

It is the responsibility of the DEPARTMENT to ensure that all waivers are in place prior to the trip. These waivers should be held in the department according to CSU records retention policy. [Schedules | CSU \(calstate.edu\)](https://calstate.edu) Department understands that Foundation and the University have the right at any time to audit these records for compliance.

### AUDIO/VIDEO/VISUAL IMAGE/INTERVIEW RELEASE FORM

Is there an Audio/Visual Release clause in your travel agreement? Will you be taking pictures of students or guests that you intend on publishing or distributing? If so, all participants must complete the [CSUDH Foundation Audio/Video/Visual Image/Interview Release Form](#). It is the responsibility of the DEPARTMENT to ensure that all waivers are in place prior to the trip. These waivers should be held in the department according to CSU records retention policy. [Schedules | CSU \(calstate.edu\)](https://calstate.edu) Department understands that Foundation and the University have the right at any time to audit these records for compliance.

## TRAVELING BY BUS OR CAR

**Bus:** Provide any information regarding transportation safety rating (request a copy of bus company's Department of Transportation Rating) and vehicle inspection policy. Provide proof of insurance. Provide additional insured endorsement. DOT ratings can be found here: [Bus Safety Search | FMCSA \(dot.gov\)](#)

**Car:** Provide Proof of Insurance and valid registration. Defensive Driving Training only required when employees drive as a part of their job duties.

## ADDITIONAL REQUIREMENTS FOR MINORS

Anyone having interaction with minors must take the Youth Protection Training provided by HR. Your department is required to certify that all staff/employees engaging with minors have been through this training. If they have not, contact Amanda Dodd for Foundation employees ([adodd@csudh.edu](mailto:adodd@csudh.edu)) or Larry Kimaara ([lkimaara@csudh.edu](mailto:lkimaara@csudh.edu)) for University employees.

Ensure that your chaperone ratios abide by the stipulations below. Provide the names of your chaperones on the Group Travel Authorization Request form. <https://csudhfoundation.com/resource-guide-managing-risk-in-youth-programs-07-2021-1/>

**Generally Accepted Chaperone Ratios**

Youth age	Number Staff	Overnight Campers	Day-only Campers
5 years and younger	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

Are there any guests or volunteers attending (not students, faculty, or staff) provide names and justification. All guests that are not staff/employees/students must complete Foundation's Release of Liability Waiver Form. <https://csudhfoundation.com/foundation-liability-waiver-form/>

If you will reproduce their likeness they must also complete the Audio/Video/Visual Image/Interview Release Form. <https://csudhfoundation.com/foundation-visual-audio-video-written-release-form-2022/>

Participant Accident Insurance is required for all overnight stays involving minors and for events that consist of extreme sports (i.e., ziplining, horseback riding, etc.). Please contact [CF@csudh.edu](mailto:CF@csudh.edu) for a quote. Items needed for a quote are listed below:

- Program or Event Name
- Dates and Time/Duration:
- Location:
- Activity/Description:
- Number of participants:
- Age range of participants:
- Transportation, if applicable

## TRAVEL SUBMISSION AND SUPPORTING DOCUMENTS REQUIRED

Please send all travel forms to Fernando Rodriguez, [fernandor@csudh.edu](mailto:fernandor@csudh.edu)

- Conference – Attach Agenda (Meal payments are not allowed when included in a Conference fee)
- Travel company – Attach invoice and submit with payment request. If a deposit is needed first complete a Payment Authorization and Advance Form and submit to Fernando Rodriguez.
- Review “Group Travel Checklist” and attach all documents required

**Please note: We will continually update this document as information warrants.**