# Form 2 – Trip Leader’s Checklist (Policy 4000-5-11)

## Trip Details

This form must be completed appropriately and submitted with Form 1 – International Travel Description & Approval – when seeking approval for international group travel.

|  |  |
| --- | --- |
| Trip: |  |
| Travel Period: |  |

### Approvals

|  |  |  |
| --- | --- | --- |
| Item | Approval Requested | Approval Obtained |
| Approval for the inclusion of the trip in the budget |  |  |
| Approval for the financial commitment of the college and individual students |  |  |
| Final travel approval |  |  |
| All student travellers have met any academic or other college prerequisites for participation in this travel |  |  |

### Documentation

|  |  |  |
| --- | --- | --- |
| Item | Planned | Completed |
| Travel itinerary – including all travel arrangements, details, and residences with contact info – has been confirmed and provided to the college |  |  |
| List of all travellers has been provided to the college |  |  |
| All travellers have complete the personal information sheet and page 1 of their passports |  |  |
| All personal information sheets and passport pages have been provided to the college |  |  |
| All travellers have signed their travel agreements and these have been provided to the college |  |  |

## Safe Travel

|  |  |  |
| --- | --- | --- |
| Item | Planned | Completed |
| All travellers have confirmed that their state of health and fitness will permit them to participate fully in this travel and any associated activities without risking or jeopardizing their well-being, the well-being of fellow travellers, or the uninterrupted continuity of travel and activities |  |  |
| All travellers have completed the required travel orientation and cultural sensitivity training, and the documentation of completion has been provided to the college |  |  |
| Safe travel checklist ha been reviewed will all travellers |  |  |
| All travellers have documented the completion of all required immunizations |  |  |
| All travellers have been informed of other medical recommendations for the trip. |  |  |
| All travellers have been informed of any and all travel warnings and health warnings for the destination countries |  |  |
| The inherent dangers of travel – an any particular dangers inherent in this trip – and the high priority to be given to personal safety have been reviewed with all travellers |  |  |
| This trip and all travellers have been registered at the Canadian embassy for the destination countries |  |  |
| The current travel advisory for the destination country(ies) issues by the Government of Canada (Foreign Affairs & International Trade Canada) has been checked within 48 hours of departure and the dean notified of any change since the last report to the dean |  |  |

All of the above requirements have been met and are fully documented.

Trip Leader Name:

Signature:

Date: