



Student Travel Monitor Guide

Travel Monitor Responsibilities

- Hold pre-travel planning sessions with participants
- Complete Travel Itinerary & Roster form and submit to appropriate on-campus contact
 - Detailed itinerary
 - Emergency contact information for participants
- For international travel, contact UC International to schedule a pre-departure orientation

Trip pre-travel planning session with participants

- Provide trip overview
- Detailed itinerary
- Establish emergency plan
- Remind students that Student Code of Conduct applies on travel
- Answer questions

Some questions to consider during discussion of travel plans – what is our plan if:

- a participant becomes ill and has to stay behind?
- a participant becomes separated from the group?
- someone misses a flight, bus, etc.? Car breaks down?
- a participant is arrested?
- the group leader becomes ill or incapacitated?
- a natural disaster occurs on-site?
- participants are not together when an emergency occurs? Where will the meeting point be?
- a participant is robbed or loses their identification as well as money?

Resources:

[UC International Crisis Management Guide](#)

[UC Student Code of Conduct](#)

[UC Student Related Critical Incidents Response Policy \(4.1.1\)](#)