

The Travel Session

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STUDENT INVOLVEMENT
GALLAGHER STUDENT CENTER
COMMUTER SERVICES

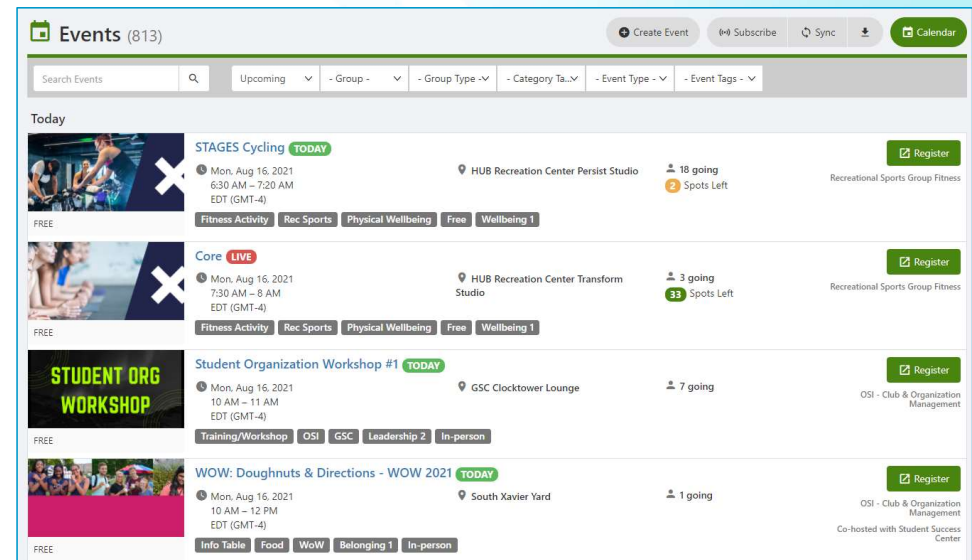
Off-Campus Activities

- Off-Campus Activities are defined as any event taking place off-campus within a 35 mile radius and does not include overnight stay.
- Examples could include a group going to ski at Perfect North Slopes, participating in a service project downtown, hosting a day-long retreat at a space in Cincinnati, or attending a Reds game.
- These activities should be submitted through EngageXU as events for review and approval.
 - To be clear, you do not need to complete an additional form unless it is a higher risk activity and then you should use waivers.



Submitting Off-Campus Activities in EngageXU

- Student organizations must submit all off-campus activities as **Events** in EngageXU.
- When submitting the activity, you will automatically complete a supplemental form.
- When submitting an off-campus activity, please have as much **accurate detail** as possible, including how you plan to travel, where you are going, departure times.
- If you go back later and change details, the form will route for approval a second time.



Tracking Attendance in EngageXU

- Officers for your organization have access to track attendance using EngageXU.
- You can track attendance several different ways:
 - Lookup and check-in attendees using your phone or a laptop
 - Scan their QR codes using your phone or check-out a card swipe device from Student Involvement.
 - Have the event QR code printed and allow attendees to scan and check themselves in BUT you should verify that they were successful by showing you their check-in on their phone!
- Refer to the How-To Guide online

ENGAGEXU

How-To Series

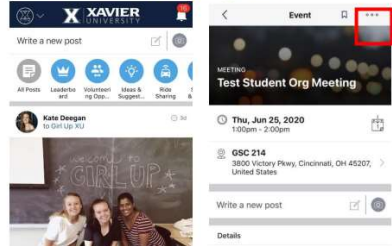
CHECKING PEOPLE INTO EVENTS

There are many ways to check into an event through EngageXU, but we encourage groups to use the QR code feature to scan guests in safely and efficiently.

Scanning Individual Attendees At Event

If your event has a small attendance, then you can individually scan attendees using the QR scanner in the mobile app. Both the scanner and attendee must have smart phones or tablets with the mobile app and an EngageXU account for this option to work.

1. Download the **CampusGroups** app  and search for **EngageXU**. After logging in, click **Events** on the bottom toolbar. Select the event you want to track attendance for. On the event's detail screen, click the three dots on the upper right corner.



Trips & Travel – www.xavier.edu/studenttravel

- A trip or travel is defined as more than 35 miles from campus or involving an overnight stay (regardless of distance from Xavier).
- Students should submit a Student Domestic Travel Itinerary Form in EngageXU **at least 3 weeks prior to travel!**
- When submitting your itinerary form, you will be required to submit a list of participants. It may be a partial list when first submitting but the final, updated list needs to be filed at least 48 hours before you travel.
- You will also need to submit detailed travel information about hotels, flights or transportation, departure time, arrival time, return time, etc.
- Purchases associated with the trip will only be approved for payment or reimbursement if the travel itinerary form has been submitted and approved.

Step-by-Step: Trip & Travel

Step One: Submit a Student Domestic Travel Itinerary Form

Student Domestic Travel Itinerary Form

- Submit this form as early as you can once you have enough details about your intended travel
 - Where are you going?
 - How will you be traveling (air, bus, car, rental, public transportation)?
 - How many people will likely be traveling?
 - Will your trip require a chaperone? (Check the Student Domestic Travel Risk Matrix)
 - If overnight, where will you be staying?
 - Who will be traveling...
- Your traveler list can be updated later
 - It is more important that we know a trip is intending to happen than it is that we have a final list of travelers at the beginning.
 - If your travelers change, continue to send updates.

Step-by-Step: Trip & Travel

Step Two: Financial Forms

Purchase Form

- Request Student Involvement to help pay vendors for travel-related expenses

Pre-Spend Authorization Form

- Request approval to spend more than \$300 of your own money toward travel

Reimbursement Form

- Request reimbursement related to travel expenses. Note: there is a student form and a new advisor form. Reimbursements are processed using Zelle.

Payment Advance Form

- Focus Blue Card (up to \$300)

If you need help planning your trip, contact us!

Step-by-Step: Trip & Travel

Step Two: Financial Forms – paying for travel

Hotels

- Most hotels will require a credit card to confirm and to pay for the room(s)
- Student Involvement has a university pcard to make this payment for you

Rental Cars

- Xavier has a relationship with Enterprise Car Rentals – work with OSI to book
- Drivers must be approved via the Driver Authorization Form (annually)

Airlines / Flights

- Student organizations can book travel using an OSI Xavier p-card

Conference Registration

- When possible, we will want to set up the vendor for payment in XavierBuy. If not possible, our p-card can be used.

Step-by-Step: Trip & Travel

Step Three: Finalizing Travelers & Additional Forms

Traveler Form template

- Template for your list of travelers
 - Student Name, Xavier email (make sure this is exact!), Emergency Contact/Relationship/Phone
- If it is a large trip or people continue to sign-up over an extended period, send the updated roster via email to Dustin / Student Involvement.

Some trips will require additional documentation – such as Waivers or Assumption of Risk Forms found on xavier.edu/insurance

SORF: additional funding

- SORF is a supplemental pool of funding
- New trips, opportunities will be able to be funded through SORF
- Individual students with need will be able to request funds with SORF
- Funding Board meets on Tuesday afternoons
 - Students, faculty and staff make decisions



Thank you for attending!

Stop by and see us any time in Gallagher 210