La Sierra University
Travel Authorization Application
Guideline

All travel requests must be authorized by the required signatures prior to making flight/hotel/conference arrangements. Submit your application to all the required areas for approval. Any travel expenses submitted without an authorized travel application may be denied.

**Domestic Travel**
*If you are Staff/Administration/Faculty traveling within the United States, purchasing additional insurance is not necessary.*

**Traveler with Students Academic Trip**
*If you are traveling with students to Canada or Mexico for a conference, workshop, etc., please continue with the following guideline:

1. Traveler must complete, sign, and attach the following documents:
   - Travel Authorization Application (attach check requests for travel advance, if needed)
   - Print the Current Travel Warnings page by clicking here. Even if your destination isn't listed as part of the current warning, please proceed to print the list and attach it to your Travel Authorization Application.
   - Complete the Accident Insurance Application and fill out the group list containing the names of the students traveling with you.
2. Obtain signature of the VP, Chair, or Dean of your department or school on the Travel Authorization Application.
3. To purchase insurance coverage for your group, proceed to the TravelHub website. Attach your paid receipt to your Travel Authorization Application for committee approval. (Similar to purchasing an airline ticket, travelers will need to purchase "Misc. Trips & Short Term Activities" insurance coverage as part of their Travel Authorization Application).
   - New User
   - Registered User
4. Submit via email the Travel Authorization Application, Current Travel Warnings list, International Insurance Application, the group list, and the TravelHub insurance receipt to the Office of the Provost and the Office of Risk Management.
5. When the Provost's Office verifies all required documents are complete, the documents will await Executive Committee action.
6. Traveler/leader to complete the top portion of the Waiver of Liability and Assumption of Risk Agreement on behalf of the named participant. Print and distribute forms for participants' signature. Keep a copy of the signed waiver and send a scanned document to Risk Management at risk@lasierra.edu.
7. Print out the Medical Treatment Authorization forms for each student to sign. Retain this form for the duration of your trip and shred upon return.
8. Traveler/leader to obtain emergency contact information from each student participant. Fill out the Emergency Contact Information List with the students' contact information. Provide copies of this completed form to the dean or chair of your department prior to departure.
9. Upon conclusion of your trip, submit an Expense Report itemizing your travel expense, including the receipt for the TravelHub insurance coverage to the Accounting office.
Clubs & Organizations

1. For trip approval for clubs and organizations, please click here.
2. The group leader must fill out and complete the top portion of the Waiver of Liability and Assumption of Risk Agreement for the students. Then, print out the form for each student to sign. Keep a copy of the signed waiver and send a scanned document to Risk Management at risk@lasierra.edu.
3. Applying for insurance is optional for student groups staying within the United States. Follow instructions to purchase additional coverage through TravelHub:
   1. New User
   2. Registered User
4. Print out the Medical Treatment Authorization forms* for each student to sign.
5. Driver Clearance
6. Upon conclusion of your trip, should you require a reimbursement for your expenses, submit an Expense Report with original receipts to the Accounting office.

International Travel

Traveler

*If you are Staff/Administration/Faculty traveling without students, please continue with the following guideline:

1. All travelers need to complete and sign the Travel Authorization Application (attach check requests for travel advance, if needed).
2. Print the Current Travel Warnings page by clicking here. Even if your destination isn't listed as part of the current warning, please proceed to print the list and attach it to your Travel Authorization Application.
3. Obtain signature on the Travel Authorization Application as needed (e.g., VP, Chair, Dean).
4. To purchase your insurance coverage, proceed to the TravelHub website. Attach your paid receipt to your Travel Authorization Application for committee approval. (Similar to purchasing an airline ticket, travelers will need to purchase "Short Term Travel" insurance coverage as part of their Travel Authorization Application).
   o New User
   o Registered User
5. Scan and email signed Travel Authorization Application, Current Travel Warnings list, and TravelHub insurance receipt to the Provost's Office to await Executive Committee action.
6. The approved Travel Authorization Application is sent to the Accounting Office for processing.
7. As part of your travel arrangement, please register your trip with the U.S. Embassy or Consulate nearest your destination before arrival in-country and keep the Embassy or Consulate informed of your whereabouts while in-country. This should be done online: http://travel.state.gov/travel/tips/registration/registration_4789.html (optional).
8. Upon conclusion of your trip, submit an Expense Report itemizing your travel expense, including the receipt for the TravelHub insurance coverage.
Traveler with Students

*If you are traveling with students for a conference, workshop, etc. outside of the US or Canada, please continue with the following guideline:

1. Traveler must complete, sign, and attach the following documents:
   - Travel Authorization Application (attach check requests for travel advance, if needed)
   - Print the Current Travel Warnings page by clicking here. Even if your destination isn't listed as part of the current warning, please proceed to print the list and attach it to your Travel Authorization Application.
   - Complete the International Insurance Application and fill out the group list containing the names of the students traveling with you.

2. Obtain signature of the VP, Chair, or Dean of your department or school on the Travel Authorization Application.

3. To purchase insurance coverage for your group, proceed to the TravelHub website. Attach your paid receipt to your Travel Authorization Application for committee approval. (Similar to purchasing an airline ticket, travelers will need to purchase "Short Term Travel" insurance coverage as part of their Travel Authorization Application).
   - New User
   - Registered User

4. Submit via email the Travel Authorization Application, Current Travel Warnings list, International Insurance Application, the group list, and the TravelHub insurance receipt to the Office of the Provost and the Office of Risk Management.

5. When the Provost's Office verifies all required documents are complete, the documents will await Executive Committee action.

6. Traveler/leader to complete the top portion of the Waiver of Liability and Assumption of Risk Agreement on behalf of the named participant. Print and distribute forms for participants' signature. Keep a copy of the signed waiver and send a scanned document to Risk Management at risk@lasierra.edu.

7. Print out the Medical Treatment Authorization forms for each student to sign. Retain this form for the duration of your trip and shred upon return.

8. Traveler/leader to obtain emergency contact information from each student participant. Fill out the Emergency Contact Information List with the students' contact information. Provide copies of this completed form to the dean or chair of your department prior to departure.

9. As part of your travel arrangement, please register your trip with the U.S. Embassy or Consulate nearest your destination before arrival in-country and keep the Embassy or Consulate informed of your whereabouts while in-country. This should be done online: http://travel.state.gov/travel/tips/registration/registration_4789.html (optional).

10. Upon conclusion of your trip, submit an Expense Report itemizing your travel expense, including the receipt for the TravelHub insurance coverage to the Accounting office.
Study Tour Program

*If you are faculty planning a Study Tour Program, please continue with the following guideline:

1. Download the Proposal for Off-Campus Study Tours form, fill it out completely, and return it to the Provost's office for approval.
2. Upon approval of Proposal for Off-Campus Study Tours form, complete, sign, and attach the following documents:
   - [Travel Authorization Application](#) (attach check requests for travel advance, if needed).
   - Print the Current Travel Warnings page by clicking here. Even if your destination isn't listed as part of the current warning, please proceed to print the list and attach it to your Travel Authorization Application.
   - Complete the [International Insurance Application](#).
   - Fill out the study tour list containing the names of the registered students attending the study tour. Please be sure to include all participants in this list (i.e. non-credit community, and family members traveling on the study tour).
   - Complete the top portion of the [Waiver of Liability and Assumption of Risk Agreement](#) on behalf of the named participant. Print and distribute forms for participants' signature. Keep a copy of the signed waiver and send a scanned document to Risk Management at [risk@lasierra.edu](mailto:). 
3. Obtain signature of the VP, Chair, or Dean of your department or school on the Travel Authorization Application and submit copies via email of the documents listed above to the Office of the Provost and the Office of Risk Management.
4. When the Provost's office verifies all required documents are complete, the documents will await Executive Committee action.
5. Print the [Medical Treatment Authorization](#) forms for each student to complete. Group leader to retain the Medical Treatment Authorization forms for the duration of the trip and to shred upon return.
6. Group leader to obtain emergency contact information from each student participant. Fill out the [Emergency Contact Information List](#) with the students’ contact information. Provide copies of this completed form to the dean or chair of your department prior to departure.
7. As part of your travel arrangement, please register your trip with the U.S. Embassy or Consulate nearest your destination before arrival in-country and keep the Embassy or Consulate informed of your whereabouts while in-country. This should be done online: [http://travel.state.gov/travel/tips/registration/registration_4789.html](http://travel.state.gov/travel/tips/registration/registration_4789.html) (optional).
8. Upon conclusion of your trip, complete an [expense report](#) with original receipts and submit to the Accounting office.
Traveler to Canada or Mexico

*If you are Staff/Administration/Faculty traveling to Canada or Mexico with students, please see guideline entitled "Traveler with Students Academic Trip" under the Domestic Travel Insurance heading.

**If you are Staff/Administration/Faculty traveling without student to Canada or Mexico, please continue with the following guideline:

1. All travelers need to complete and sign the Travel Authorization Application (attach check requests for travel advance, if needed).
2. Print the Current Travel Warnings page by clicking here. Even if your destination isn't listed as part of the current warning, please proceed to print the list and attach it to your Travel Authorization Application.
3. Obtain signature on the Travel Authorization Application as needed (e.g., VP, Chair, Dean).
4. To purchase your insurance coverage, proceed to the TravelHub website. Attach your paid receipt to your Travel Authorization Application for committee approval. (Similar to purchasing an airline ticket, travelers will need to purchase "Misc. Trips & Short Term Activities" insurance coverage as part of their Travel Authorization Application).
   - New User
   - Registered User
5. Scan and email signed Travel Authorization Application, Current Travel Warnings list, and TravelHub insurance receipt to the Provost's Office to await Executive Committee action.
6. The approved Travel Authorization Application is sent to the Accounting Office for processing.
7. Upon conclusion of your trip, submit an Expense Report itemizing your travel expense, including the receipt for the TravelHub insurance coverage.