It is very important that Student Organization travel is registered with the University in advance. Unregistered trips are not supported by the University nor are they covered by USNH Insurance.

DOMESTIC TRAVEL REQUIREMENTS

Step 1: The Student Organization Travel Registration form needs to be filled out by the trip leader at least five business days before the trip.

Step 2: Each individual participating in the trip needs to fill out the Student Field Trip Informed Consent, Assumption of Risk, and Release Form 5 days before the trip.

This form is also available as a .pdf for members to complete on paper at: http://bit.ly/1wmyf6m. Paper forms must be turned in by the trip leader to the front desk at the Office of Student Involvement & Leadership as a complete batch. Stray forms will not be accepted.

Step 3: If it is an overnight trip, the Student Organization Overnight Trip Form must be filled out once for the whole trip, by the trip leader, at 24 hours in advance via Wildcat Link.

INTERNATIONAL TRAVEL REQUIREMENTS

INTERNATIONAL TRAVEL REQUIRES:

- Eight (8) weeks advance notice via the Student Organization Travel Registration link above.
- Payment of the UNH international Insurance fee:
  - $150 per person per semester
  - $70 per person for shorter durations
- A signed International Addendum to the Field Trip Informed Consent Form for each trip participant.
- Completion of the UNH International Travel Registry by each participant

TRAVEL TO CANADA: REQUIRES:

- Eight (8) weeks advance notice via the Student Organization Travel Registration link above.
- Payment of the UNH international Insurance fee*:
  - $150 per person per semester
  - $70 per person for shorter durations
- A signed International Addendum to the Field Trip Informed Consent Form for each trip participant.
- Completion of the UNH International Travel Registry by each participant.

Students traveling to Canada or U.S. Territories for durations less than one week may waive the UNH International Insurance and assume personal responsibility for their instance and travel assistance.

Clergy Act Notice: If your organization frequently (once a year or more) travels to the same location using the same lodging arrangements, you must report any crimes that occur to either your Advisor or to Nate Hastings. They will fill out a report and send it to the UNH Police Department for inclusion in the annual crime report. Please also notify the local authorities for assistance. More information about the Clergy Act.