Trip Responsibilities Flowchart

Right Away

- Accept & Process reservation (per reservation flow chart)

Reservation Processing

Once Minimum is Met

- Reach out to faculty member or host to invite as host

Host Identification

45 Days Prior to Departure

- Determine feasibility of on-campus pre-departure gathering. If appropriate, organize and plan event.

Pre-Departure Event

30 Days Prior to Departure

- Assemble and send bon voyage packets to all travelers

Bon Voyage Packets

One Week Prior to Departure

- Call each traveler to offer help & answer questions
- Send passenger list to MedEvac insurance company

Check In & Insurance

One Week After Trip Conclusion

- Send post-trip evaluation electronically
- Call each traveler to thank and check-in

Post Trip Follow-Up