Trip Responsibilities Flowchart

- Right Away:
  - Accept & Process reservation (per reservation flow chart)

- Once Minimum is Met:
  - Reach out to faculty member or host to invite as host

- 45 Days Prior to Departure:
  - Determine feasibility of on-campus pre-departure gathering. If appropriate, organize and plan event.

- 30 Days Prior to Departure:
  - Assemble and send bon voyage packets to all travelers

- One Week Prior to Departure:
  - Call each traveler to offer help & answer questions
  - Send passenger list to MedEvac insurance company

- One Week After Trip Conclusion:
  - Send post-trip evaluation electronically
  - Call each traveler to thank and check-in