**THIS FORM FACILITATES THE CREATION OF A GROUP TRIP IN THE TRAVEL REGISTRY TO WHICH ALL PARTICIPANTS CAN BE ASSOCIATED, THEREBY ELIMINATING THE NEED FOR INDIVIDUALS TO REGISTER THEMSELVES AND THE UNIT FROM VERIFYING COMPLIANCE.**

**FOR GROUP TRAVEL TO ELEVATED-RISK DESTINATIONS, THE OFF-CAMPUS ACTIVITY LEADER (OCAL) MUST FIRST FILE AN ITART PETITION AT TRAVELREGISTRY.CORNELL.EDU. IF APPROVED, SKIP TO STEP 2.**

**Process**

**Step 1: Approx. 1 month before departure.** Provide as much detail as possible in all of the fields below and return to [travelregistry@cornell.edu](mailto:travelregistry@cornell.edu)

**Step 2:** **Approx. 2 weeks before departure.** Provide a final participant roster, using the “Group Upload Template,” to [travelregistry@cornell.edu](mailto:travelregistry@cornell.edu)

**Step 3: Verify signed Release of Liability.** Request a copy of confirmation email from student travelers. See below in “Don’t Forget.”

**Step 4:** **Recommended before departure.** Both students and Faculty/Staff complete the pre-departure orientations found here: <https://global.cornell.edu/travel/pre-departure-orientation>

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| Off-Campus Activity Leader (OCAL)  OCALs are:   * Faculty, staff, or student traveling with a group (2+) of students, alumni, or members of the general public. * Considered to be the person(s) responsible for the group’s well-being while abroad. * The initial point of contact abroad for emergencies or information request. | | | |
| **Name of Primary OCAL:** | | | **NetID of Primary OCAL:** |
| **Primary OCAL’s Cornell affiliation:**  Faculty  Staff  Student  Other | | **College of Primary OCAL:** | |
| **If student, name and NetID of Faculty/Staff advisor for this program:** | | **Department/Unit of Primary OCAL:** | |
| **Telephone number while in U.S.:** | **Telephone number while abroad:** | | |
| **Name of Secondary/Co-OCAL (if applicable):** | | | **NetID of Secondary/Co-OCAL (if applicable):** |

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| Off-Campus Activity Information  This is information related to the abroad portion of the program. | | | | | |
| **Activity name (ex: Law in India or Orchestra Trek 2019):** | | | | | **Approx. number of participants:** |
| **Itinerary:**  If multiple cities and countries are to be visited abroad, this should include each; not just start and end dates of time abroad. First stop arrival date is the first day abroad. Last stop departure date is the last day abroad. | | | | | |
| **Stop** | **City, Country** | **Arrival Date** | **Departure Date** | **Accommodation (if known)**  If different for OCAL & student-include both and indicate which. Include website if possible. | |
| *Example:*  *1* | *Berlin, Germany* | *1/15/2020* | *1/20/2020* | *OCAL-Park Inn- Alexanderplatz 7*  *Student- Sunflower Hostel-Schonstrasse 2* | |
| *Example:*  *2* | *Munich, Germany* | *1/20/2020* | *1/25/2020* | *Novotel- Hochstrasse 11* | |
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| **Will students/participants be receiving academic credit for any portion of this travel?**  Yes  No | | | | | |
| **Purpose of Travel :** Please select only the one that most closely aligns  Alumni Travel;  Conference Attendance;  Performance/Athletics;  Research or Field Work;  Study Abroad Program;  Volunteering, Service Learning or Experiential Learning;  Work or Internship | | | | | |
| **Brief description of travel:**  Please enter a description of what you plan to do and why you are planning to go. | | | | | |
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| Emergency Contacts: | | | |
|  | **Phone** | **Email** | **Name & Relationship** |
| **Cornell:**  In an emergency, who can we contact at Cornell that has knowledge of your travel? |  |  | (ex: Director of International Programs, Undergraduate Program Coordinator) |
| **In Country:**  In an emergency, who would can we contact at your destination? |  |  | (ex: NGO partner, host university) |
| **Other:**  In an emergency, is there anyone else that we can contact to coordinate assistance? |  |  |  |
| **Secondary/Co-OCAL:**  **(if applicable)** |  |  |  |

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| DON’T FORGET |
| * Students uploaded as a group do not automatically sign Cornell’s Release of Liability or Standards of Conduct forms. The unit administering the program is responsible for verifying student travelers have signed these documents. There are 2 options:   1. **PREFERRED-**Direct students here: <https://cornell.qualtrics.com/jfe/form/SV_eXyjdWHU8aAhFUF> and request a copy of their confirmation email. Signed documents will be maintained centrally.   2. Utilize the paper versions downloaded here: <http://www.risk.cornell.edu/travel-vehicles/travel-assistance/> and collect and maintain (for at least 3 years). * Cornell requires students who are traveling abroad to be [covered by an active health insurance policy](https://studenthealthbenefits.cornell.edu/requirements/students-studying-abroad) throughout their study abroad experience, and any periods of travel before or after. Students not on the SHP Plan should verify coverage with their provider. * All travelers engaged in Cornell Travel have access to [travel assistance services via International SOS](https://global.cornell.edu/travel/247-travel-assistance). -This is not Health Insurance- * For more information and guidance on program development, be sure to check out the toolkit for developing off-campus activities. <https://global.cornell.edu/resources/international-campus-activity-toolkit> |