

	Department: Program-Travel	Title: Travel Administrative Management
Document ID: <i>(leave blank at this time)</i>	Revision:	Effective Date: 2/2024

Purpose: *To ensure that all necessary arrangements, documentation, and other details are taken care of before and during a travel trip takes place.*

Scope: *This procedure applies to the Program Department- Travel.*

Responsibilities: *Girl Experience Manager-Travel and Program Managers*

Frequency: *Ongoing*

Timeframe: *Travel Trip Administrative Management is part of trip planning, which is a continual process. Arrangements with vendors should be made as soon as reasonably practicable while planning a trip, 6-36 months in advance.*

Procedure:

1. Make contact with hotels, restaurants, activity vendors, and transportation companies:
 - a. 6-12 months in advance for domestic trips
 - b. 12-18 months in advance for international trips
2. Compile an accurate and comprehensive cost of the trip
3. Determine group size minimum and maximum
4. Determine when registration should close
5. Hold a virtual meeting to introduce and explain large domestic and international trips
6. Work with Marketing to promote individual trips as well as the inclusive Travel Calendar
7. Open in GS Events with a general description and the cost:
 - a. 6-8 months before close of registration for domestic trips
 - b. 8-36 months before close of registration for international trips
 - c. Create payment schedule when necessary or appropriate
8. Plan and schedule trip meetings with the registered participants (virtual or in-person):
 - a. 6, 3, and 1 months ahead of departure for large domestic and international trips
 - b. 2 weeks-1 month ahead of departure for weekend and day trips
 - c. Detailed itinerary
 - d. Outline expectations

- e. Packing list and luggage requirements
 - f. Review of paperwork still needed
 - g. Answer questions
9. When flying, enforce a “carry-on” only policy in order to avoid baggage loss issues
- a. Know the airline’s carry-on baggage rules
10. Ensure necessary travel documents and paperwork are procured for all participants
- a. Passports and VISAs- 6 months ahead of departure
 - b. Forms and Waivers- 3 months ahead of departure
 - i. Health Form
 - ii. Medication Form
 - iii. Code of Conduct
 - iv. Physicals and necessary immunizations
 - v. Vendor-specific waivers and paperwork
11. Compile and keep a binder:
- a. All contracts, agreements, and arrangement confirmations from hotels, restaurants, transportation companies, and vendors
 - b. Participant travel documents, paperwork, forms, and waivers
 - c. Itineraries
 - d. Emergency contacts
 - e. Emergency Procedures

References:

- *Travel Trip Calendar Planning SOP*
- *Travel Trip Budgeting and Pricing SOP*
- *Travel Trip Accommodations and Meals SOP*
- *Travel Trip EF Tours SOP*
- *Travel Trip WAGGGS SOP*
- *Travel Trip International Travel SOP*
- *Travel Trip Emergencies and Special Considerations SOP*
- *Travel Trip Chaperones SOP*
- *Travel Trip Staff Chaperones SOP*
- *Travel Trip Delivery and Management SOP*
- *Safety Activity Checkpoints*
- *Travel Tracker*

Revision History:

Revision	Date	Description of changes	Approved By:
0		Initial Release	

Procedure Name
Effective Date: