GROUP TRAVEL PLANNING CHECKLIST - For groups traveling on the same itinerary

- Determine destination(s)
- Determine travel dates - outbound and return
- Determine approximate number of travelers

**TIP:** As soon as you know your destination, travel dates, and number of travelers, we can secure air quotes.

- Contact Susan Godfrey with trip details
- Obtain group air quote from Stephanie Shores or discuss transportation needs with Susan
- If needed, obtain budget estimate for entire trip/program from Susan
- Submit a request to raise credit card limit if necessary to accommodate trip charges
  
  Application to increase credit limit

- Select air carrier and flights. World Travel will secure airline contract and provide critical dates/deadlines for air contract.
- Provide names and dates for any air deviations
- Meet all airline deadlines indicated on air confirmation:
  - Pay airline deposit by due date.
  - Notify World Travel of any reduction of the number of passengers by utilization lock-in date.
  - Pay balance to airline by final payment deadline.
  - Provide passenger list with complete information by "names due" deadline
  
  Request a Passenger List Template

- Gather passenger information well before "names due" deadline.
- As soon as you identify passengers and passport origins, determine if visa will be needed.
- Start the visa application process for all travels who require them.
  
  Check visa requirements with Visa Central/CIBT

- Reach out to University Health Services for pre-travel advice on immunizations and medical considerations specific to your destination.
  
  Schedule an appointment with UHS

- Schedule group planning meeting with Susan, faculty (for course travel), group leader, and trip planner.
  
  Download helpful information for group planning meeting

At the group planning meeting, Susan will assist with the following:

- Determine accommodation needs
- Determine transportation needs (domestic and international)
- Determine if a DMC (Destination Management Company) or tour operator is needed
- Develop a meal plan - group meals, reservations, box lunches
Plan any special events during the trip and secure venues
Discuss tours, guides, guest lecturers, tickets

**TIP:** One of the main goals of the planning meeting is to create a framework for the day-to-day itinerary. This is essential in order to move forward with booking the necessary travel services.

- Develop a day-to-day itinerary
- Review day-to-day itinerary with Susan for any service gaps
- Susan or Stephanie will source hotels and any travel service providers
- Select hotels
- World Travel will book and confirm hotels and provide contract and payment deadlines
- Susan will negotiate contracts with travel service providers
- If there are new suppliers that are unable to be paid with your T&E card, begin the onboarding process to ensure you meet contract payment deadlines.
- World Travel will book domestic transportation
- When you have all of the following: names, passenger info, air under contract, confirmed hotels, and a confirmed itinerary, register your group with Global Safety & Security, using the "Enroll My Trip" tool.
  
  **How to register group travel**

- Familiarize yourself and your travelers with health coverage and emergency assistance services
  
  **Detailed information on International health coverage and International SOS**

- Pay all suppliers by deadlines indicated on contracts.
- Submit rooming list for each hotel to World Travel
- Receive airline confirmation from World Travel and distribute copies to each traveler.

**TIP:** Some trip planners create a Participant Packets for all travelers, that includes the itinerary, contact numbers, International SOS cards, and other important info. For a sample packet, contact Susan Godfrey at sgodfrey@princeton.edu or x7316.