

RSO TRAVEL 101

Leadership Engagement & Experiential Development

August 14, 2023

Overview

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The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics

Requires colleges and universities to report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve safety. Colleges and universities that receive federal funding are required to disseminate a public annual security report (ASR) to employees and students; as well as have the information available to prospective students and families annually by October 1st.

When Student Organizations travel to events (i.e. conferences, tournaments, workshops, etc.) it is considered University business, and therefore crime statistics for those geographical locations become reportable.

For more information:

The Clery Act: <https://www.clerycenter.org/the-clery-act>

JHU Annual Security Report: <https://publicsafety.jhu.edu/clery-and-crime-data/>

Student Org Travel Request

If an RSO is planning a trip or requires a hotel room for a guest to campus; the Student Org Travel Request must be completed.

To access the form, click on the link on the Home Page of Hopkins Groups.

All Travel requests need to be submitted a minimum of 30 days in advance.

RSO's are required to follow all JHU policies and procedures while traveling.

This form is not a funding request for travel.

The screenshot displays the Hopkins Groups Home Page. At the top, a blue banner reads "HOPKINS GROUPS" with "HOMEWOOD" below it. Below this, a navigation bar includes a greeting "Hi, Crystal!" and a link to "See what's happening in United States". The main content area features several event banners: "WELCOME Class of 2027", "FUTURE FEST september 8 - 22, 2023", "ORIENTATION 2023", "NOW AVAILABLE! FIRST-YEAR IDENTITY & INCLUSION WORKSHOP PART 2", "ORIENTATION 2023", and "PROSPECTIVE ORGANIZATION WORKSHOP". A "Planning Events" section is visible on the left. At the bottom, two blue banners are shown: "ONE HOP MENTORING" and "STUDENT ORG TRAVEL REQUEST" with "HOMEWOOD" below it.

Student Org Travel Request

If multiple RSO members are traveling, select a trip leader. The person completing the form can be the trip leader, but it is not required. This person is who the University is going to reach out to if the need arises.

The Emergency Contact is required; typically, this will be the RSO advisor.

Trip Leader Name *

Johns Hopkins

Trip Leader Email *

jay@jhu.edu

Trip Leader Cell Phone Number *

410-516-4873

Faculty/Staff Emergency Contact (Name) *

Charles Norman

Faculty/Staff Emergency Contact Cell Phone Number *

410-516-8203

Faculty/Staff Emergency Contact Email *

cnorma19@jh.edu

Student Org Travel Request

Travel & Hotel Accommodation Request Form

[Edit](#)[Copy Link](#)[Manage](#)

General Information

Registered Student Organization Name *

The Hopkins Student Organization for Programming

Budget Code (Cost Center/Internal Order Number) * 

80000000

I am planning: *

- ☒ Overnight Trip
- ☐ Local Accommodations (for outside guests)
- ☐ Day Trip Outside of Baltimore

Select the RSO traveling from the drop-down menu.

Enter the organization budget number. This can be found by going to the RSO Dashboard > Settings > Payment > School Account Number. If there is not a number there, please contact RSOfinance@jhu.edu. This only applies to RSO's managed by the LEED Office.

Select the one of the travel options. After this point, all questions on the form are based on this response.

Student Org Travel Request Continued

Name of Destination *

Charleston Area Convention Center

Destination Address

5001 Coliseum Dr, North Charleston, SC 29418

Is this an international trip? *

☐

Yes, and I understand it is my responsibility to meet with the Global Education Office to coordinate travel details for my trip.

☒

No

- The Name of Destination is the main location of where trip activities will be held. The exact address of this location is required.
- All international travel must be approved by the Global Education Office. If a trip is denied by the Global Education Office, it will be denied by the LEED Office.

International Travel

To initiate an International Travel proposal with the Global Education Office, go to their website. On the top right side of the home page click on Programs and select Student Organization Travel (<https://studyabroad.jhu.edu>).

Step 1: Requires a Student Organization Travel Request form be submitted.

Step 2: Requires the selection of Trip Leader.

Step 3: Requires the Trip Leader to meet with an advisor in the Global Education Office. To schedule an appointment, the trip leader will need to email jhuabroad@jhu.edu.

Step 4: Submit a trip proposal. The proposal must include a brief description of purpose, logistical information (what is the plan for travel arrangements, housing, and finances), Emergency contact information, on-site emergency contact information, name of all members traveling, and approval by managing area.

Step 5: If proposal is approved a Student Organization Travel Individual Registration. <https://jhu-sa.terradotta.com/index.cfm?FuseAction=Programs.ViewProgramAngular&id=10807>.

Step 6: Complete travel arrangements. All international travel arrangements must be handled through Concur.



Student Org Travel Request-Continued

The Purpose of Travel is the event name. If the RSO is hosting the event, the link to the event in Hopkins Groups can be used.

Trip budget does not have to be exact but should be based on research done by the organization. When creating this, RSO's should not use discount sites. JHU has contractual relationships that may define the cost depending on the vendor. Please allow for pricing to fluctuate from time of Travel Request submission to actual purchase.

Departure Date and Return Date are based on when RSO is leaving campus and returning to campus. Groups may travel the day prior to the event if they have the funds to support it.

Departure time is the preferred time but may be subject to change due to availability of transportation.

Purpose of Travel *

NACA Fall 2023 conference

Trip Budget *

\$5000.00

Departure Date (DD/MM/YYYY) *

11 Oct 2023

Return Date (DD/MM/YYYY) *

14 Oct 2023

Number of Students Traveling *

10

Student Org Travel Request-Continued

Enter the number of members traveling. If this number changes at any time, please notify LEED by commenting in form chat.

A Trip Roster with the names of all JHU affiliates traveling is required. Please note when completing, the names used should be the same as documented on Government issued identification. If changes need to be made a new form can be submitted via the form chat.

The preferred method of travel may be based on distance, number of travelers, and RSO finances. This may change as well, but if changes happen after travel arrangements have been purchased, RSO need be prepared for additional expenses.

The LEED Office cannot pre-pay for Light Rail or the Marc Train. RSO's should be communicating to members they will have to pay out of pocket. These expenses are reimbursable only if the Travel Request form and a Reimbursement request was completed prior to trip.

Must be submitted 30 days in advance of your travel date as part of your Travel Request Form.

Number of Students Traveling *

10



Trip Roster: Required in order to book travel! Please complete and upload the following Trip Roster Template. *

Upload file

Test_Trip_Roster.docx (Delete)

Document: TripRosterTemplate



Method of Transportation *

☐ JHU Van (Hop Van)

☒ Lyft

☒ Plane

☐ Train (Amtrak)

☐ Bus (Greyhound)

☐ Public Transportation (light rail, Circulator, etc)

☐ Personal Car



TRIP ROSTER (use additional sheets if necessary)

Name, Date of Birth, and Sex must match government-issued photo identification.

1.	First/Last Name: Ju'Quay Collyear	JHED: jcollye2	Country of Citizenship: US
	Cell phone: 410-516-4873	Date of Birth: 7/23/93	
	Email Address: jcollye2@jhu.edu	Sex : F	

Hop Vans

Hop Vans is a service offered by JHU Transportation to eligible and approved affiliates of JHU.

Rental costs are \$20 per day plus \$0.75 a mile driven, and are available on a first-come, first-served basis. To reserve a van, an RSO must have a driver certified by Transportation. The certification process can take several weeks, so this must be done prior to requesting a van. If eligibility requirements for certification are maintained, certification is valid until graduation.

Response time to requests can take up to 2 days. The Hop Vans can be driven up to an approximate 150 miles radius from campus and are available for overnight trips.

In case of an accident, contact JHU Security at 410-516-4600/410-516-7777.

Further information for the Hop Vans rentals:
<https://jhfre.jhu.edu/ts/transportation/hop-van/>



a relationship with Lyft to support students in travel needs.

is an option when Hop Vans are not available and SO is traveling locally—within 20 miles of campus. While traveling by Air or Train to cities outside of the mile travel radius of campus. This service does require a student to have a Lyft app on their phone.

service works like a gift card, without pre-payment. RSO traveling works with LEED to create codes. e entered into a student's Lyft account, provides a determined dollar amount available for use. Lyft charges LEED monthly for the amount used. There is no on the number of codes we can create. Codes can multiple trips and expiration is based on the trip end

best way to determine the dollar amount needed each code is to use the Lyft Ride Estimate tool on website. To use this tool, number of people being supported and addresses for all the starting ts/destinations are required.

Ride Estimator: <https://www.lyft.com/rider/fare-estimate>

How many separate vehicles will be needed based on the number of members attending?



Comments:

2

Is this a:



One way trip



Round trip (one destination and



Trip with multiple destinations



Go to <https://www.lyft.com/rider/fare-estimate>; this tool is used to get the typical fare for the vehicle size needed at that time of day. Enter the starting location and destination, then click "Get Estimate."

Repeat for each ride required for the duration of the trip. Enter the total in the space provided.



Comments:

\$125.00 each

Student Org Travel Request-Continued

Hotel Name—enter the preferred hotel; if the event/conference is not offering hotels, we recommend researching hotels closest to the event

Hotel Address—needs to be the exact address of the hotel

Number of Rooms—all RSO members need to have a bed

Conference Hotel—if there is a hotel the event/conference your RSO is attending; enter the booking information here

Check in date—first date RSO will need hotel room

Check out date—the day the RSO is returning

Names To Place On The Hotel Reservation—This can be multiple or just one

Hotel Name *

DoubleTree by Hilton



Hotel Address (must be the exact address) *

5264 International Blvd, North Charleston



Number of room required *

4



If you are attending a conference and want us to book room(s) at the conference hotel, please provide the conference hotel booking instructions about accessing the discount rate.



Check In Date *

11 Oct 2023



Check Out Date *

14 Oct 2023



Name (s) to put on the Hotel Reservation *

Ju'Quay Collyear

Student Organization Travel form submission

By submitting this form with my electronic signature, I hereby declare this information to be truthful and accurate. If any information is found to be false, the travel request submitted could be subject to additional review. The person submitting the travel request will also be subject to adjudication through the Office of Student Conduct. *



Thank You!

Thank you for your answer. Please click the submit button below.

s Draft

Submit

The RSO member completing the form must enter their name and press submit. Drafts do not enter our workflow in Hopkins Groups.

If the student completing the form falsified any information submitted in the form, they will be referred to the Office of Student Conduct.

If a student organization travels without completing the Student Organization Travel form; all members who traveled will be referred to the Office of Student Conduct.

World Travel, Inc.

World Travel, Inc (referred to as WTI) is the travel agency JHU uses for traveling arrangements.

WTI is used for booking air and train travel. There is a service fee associated with each person traveling. The fee amount varies; the minimum is \$20.00 and may be charged per vendor. If changes in travel arrangements occur, RSO should expect to be charged these fees again.

The LEED Office has a Central Bill Travel Card on file with WTI, so no student is charged directly for any expenses.

RSO's can only fly in coach class.

If the Student Org Travel request is approved by the LEED office, the RSO member completing the form will be sent information on how to initiate this process in the form chat. This process will include completing a form sent to WTI, and steps to ensure your RSO is reporting expenses properly in Hopkins Groups.

WTI will not answer questions unless the form has been completed. When this form is completed, make sure information is as accurate as possible.

WTI and the CBTC

All travel booked through WTI for RSOs is paid for by the Student Engagement CBTC. CBTC stands for Central Bill Travel Card.

When starting the booking process in Concur, the RSO member completing the form will need to select one of two options—Single Trip Access Request or Guest and Group Requests.

Single Trip Access Request is only used if you are booking Travel for yourself. In almost all cases RSOs will be using the second option: Guest and Group Request.

These options are found on menu on the left side of the screen. Submissions will not be approved without a completed and approved Student Organization Travel Request in Hopkins groups.

<https://johnshopkins.service-now.com/catalog/travel.do>

[Travel Home](#)

CBTC Forms

[Single Trip Access Request](#)

[Recurring Access Request](#)

[Guest and Group Requests](#)

Guest and Group Request CBTC-Requester Information

All questions in the Student Organization Travel Request in Hopkins Groups are meant to ensure RSOs can complete this form.

The questions in the request form are based on the response to the first question—select answers based on RSO needs.

Guest will be used if RSO is bringing someone to campus and is paying for hotel expenses.

Group is the option most RSOs will be using.

The Requester Information is going to be the person completing the form.

Students should be using their Johns Hopkins email address when completing this form.

* Is this a single guest or a group?

-- None --



Requester Information

* Requester's email address

► More information

chooper1@jhu.edu

* Requester's Telephone number

► More information

4105164873

Guest and Group Request CBTC-Trip Arranger Info

In the past RSO's have been entering in the Trip Leader's information here. This is no longer the process. Moving forward, the RSO member completing this form will be entering the LEED Finance Team member's information show here.

Should the arranger be emailed itinerary copies? The response should always be **YES**. This should ensure the LEED Finance Team is receiving copies of the receipts from WTI.

Trip Arranger Information

Are you the arranger of this event?

No

* Arranger Name

► More information

KyShaun Bradford



* Arranger's email

kbradfo9@jh.edu

* Arranger's phone number

410-516-8681

Should the arranger be emailed itinerary copies?

► More information

Yes

Guest and Group Request CBTC-Traveler Info

Traveler Information

[Click here to download](#) a copy of the Group Request Template. Once you have completed the template, click on the 'Add Attachment(s)' button below.

Add Attachment(s)

Last Name	Middle Name or Initial(s)	First Name	Gender	Origin	Destination	Arrival Date / Time at Destination	Departure Date / Time from Destination	Primary Contact #	Alternate Phone #	Email Address
Traveler's name as it appears on Government Issued ID used to travel			M/F TSA Requirement	Traveler's originating city.	Destination for this group/event. Please indicate if multiple destinations are required.	Date/Time traveler needs to arrive at destination for event.	Date/Time traveler is expected to be able to initiate return travel.	Preferred Contact # for traveler	Alternate Contact # for traveler	Traveler's preferred email(s) to
WALDO	WILLIAM			DALLAS	ATLANTA	15-Sep-15	30-Sep-15	111-222-3333		WNEVER@XXXX.COM
WENDY	WILAMENA			DALLAS	ATLANTA	15-Sep-15	30-Sep-15	111-222-3333		WWNEVER@XXXX.COM
THE BOSS	BRUCE			NEWARD	ATLANTA	27-Sep-15	29-Sep-15	222-333-5698		THEBOSS@BOSS.COM

The Traveler Information is a more robust version of the Trip Roster.

- Always use the name found on government issued identification.
- We do not rent cars for RSOs, do not enter car rental information into this form.

Guest and Group Request CBTC-Trip Info

The Trip information is composed of event name, location, purpose, destination city, and additional information.

Name of Activity—**Be Specific**

Purpose of Trip—explain why this is considered JHU Business

Destination City—where are you going

Additional Travel Itinerary-list the name and/or address the event is being held



Trip Information

* Name of event/activity

► More information

NACA Fall 2023 Conference

* Purpose of Trip

► More information

Conference specializing in campus activities and events planning and resour

* Destination city (or Airport Code)

► More information

Charleston, SC

Additional travel itinerary comments (e.g. routing, conference information, etc.)

Charleston Area Convention Center

Guest and Group Request CBTC-Trip Info Cont'd

Event Activity Start Date—this is the date you plan to leave; most RSOs leave the day before the event starts

Event End Date—this is the date group plans to return to campus

Has a hotel been contracted for this event?—if you need a hotel answer “No”

Would you like WTI to source a hotel for the group?—answer “Yes”

Number of hotel room nights required—this is the number of nights the RSO plans to stay

Please enter and information and questions concerning accommodations for WTI—this is where any information about hotel preference or links for conference hotel for discounted rate*

*Discounted rates may not apply if JHU has a standing contract with vendor

* Event/Activity start date

► More information

2023-08-11



* Event/Activity end date

► More information

2023-08-14



* Has a hotel been contracted for this event?

No



Would you like WTI to source a hotel for the group?

Yes



Number of hotel room nights required

► More information

3

Please enter and information and questions concerning accommodations for WTI

Guest and Group Request CBTC-Budget and Billing Information

Estimated Total Travel Budget—this is the total you are looking to spend on air/rail and hotel for all traveling

Maximum Travel Budget Per Guest—not required; but if RSO has limited budget for travel this is a good resource

If participant exceeds individual travel budget, should WTI contact Arranger—optional

Budget and Billing Information

* Estimated total travel budget (for all guests)

► More information

5000

Maximum travel budget per guest (optional)

If participant exceeds individual travel budget, should World Travel, Inc contact meeting arranger for approval

► More information

No



Test and Group Request CBTC-Budget and Billing Info

Are Travel Charges to be placed on a Central Bill Travel Card?—Yes

Reason For Request—RSOs cannot pay for travel out of pocket

Travel Card Owner—HSA Student Engagement; this can be found by clicking on the magnifying glass

Please Enter CBTC to which you would like to charge—HSA Engage GroupLdrshp; this is the only option

Cost Object—this is the RSO budget number; to find go to Hopkins Groups > RSO > Dashboard > Settings > Payments

* Are travel charges to be placed on a Central Bill Travel Card?

Yes

* Reason for request

► More information

RSOs cannot pay for travel out of pocket.

* Travel card owner

► More information

HSA Student Engagement



* Please enter the Central Bill Travel Card to which you would like to charge event travel costs

► More information

HSA Engage GroupLdrshp



Cost object(s) (cost center | internal order | WBS code) related to travel (number and/or name), if

► More information

80000000

Ground Transportation-Bus

There are several options depending on the needs of the RSO.

The LEED office can purchase tickets directly from Greyhound or Pete Pan. However, much like Airline tickets, these tickets are not always transferrable or refundable. RSO's need to have an up-to-date roster on file with the LEED office before the purchase is made.

For large group functions, JHU Transportation has several options to support RSOs needs. The LEED office will work with the RSO to determine what your needs are and how best to accommodate them

For more information regarding this please go to <https://jhfre.jhu.edu/ts/transportation/custom-transportation/>.

Ground Transportation-Personal Vehicle

The use of personal vehicles are permitted, but not recommended. It is the last resort if all other options have been exhausted. Please note that in case of an accident, the driver's personal vehicle insurance is primary for all individuals involved.

Driver must have a valid Driver's license with a clean Motor Vehicle Report; and have insurance to drive.

If the destination is over 2 hours away, a second driver is required.

Any traffic or parking violations received during trip are the responsibility of the driver or vehicle owner. Violations are not eligible for reimbursement from the associated RSO.

Minors are not permitted to travel via personal car.

In case of an accident:

- ✓ Call 911-if emergency services respond: document the police department, report number, phone number, officer name and badge number
- ✓ Contact JHU Security at 410-516-4600/410-516-7777
- ✓ Notify RSO advisor upon return to campus
- ✓ Exchange insurance and registration information with the other party
- ✓ Take photos of both vehicles damage
- ✓ Document names and contact information of all vehicle occupants
- ✓ Document time, location of accident, traffic conditions, and weather conditions

Thank you!

For questions or concerns please contact RSOFinance@jhu.edu.