

# Travel Registration

The Office of the Vice-Chancellor of Student Development requires that each University Sponsored trip be registered to their office. The following will instruct you on entering a travel plan.

Start by going to the Student Development page at:  
<http://studentdev.appstate.edu>

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Departments and Programs

Division of Student Development

Student development at Appalachian State University integrates both in-class and out-of-class experiences of students. These educational efforts are directed at developing both intellect and character of students. To accomplish this, the University makes available a wide range of educational experiences that complement and support the academic program. Although the primary focus of these activities is to provide needed services, support, and resources, students meet the challenges of college and university. The Division of Student Development has been organized to help accomplish these aspects of the University's mission. Student life is the focus of the programs and activities of the Division.

IMPORTANT LINKS

**Safety and Emergencies**

- Campus police
- Other emergencies
- Counseling & Psychological Services
- National Sexual Assault Hotline
- Academic Integrity & Student Conduct
- Sexual Assault Prevention
- Student Travel Information

Click on Student Travel to get started

## 2 About Student Travel

Information to the Dean of Student's Office is needed for travel outside Boone that involves an overnight stay for students. The information is for **emergency contact only**.

Faculty and staff taking students on field trips or other excursions need to provide to the Dean of Students a list of student participants **BEFORE** the class trip. This list is solely for informational purposes, enabling the University to determine the identities of participants in case of emergency. Providing such a list **does NOT trigger insurance coverage of any kind**.

Information requested:

1. Primary and Secondary contact information (name, phone, email, and banner id)
2. Departure and return date and approximate return time
3. Destination
4. An itinerary of the trip
5. A list of participants

Click on Access link

[Access the Online Student Travel Form](#)

*Note: ASU login is required.*

If you have questions, please call (828) 262-2060.

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## Weblogin

Appalachian State

### AUTHENTICATION REQUIRED::

Please enter your authentication information and click the "Log In" button to continue.

By using this service you agree to adhere to ASU policies and guidelines.

#### ▼ ID & Password [Help](#)

Login

Password

Need [password help?](#)

Log In

Log in to ASU. You will be returned to the travel form when finished.

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## Trip listing

[Add Trip](#)

[Search Trip](#)

Click here to register a new trip

Searching - all names - all users - all states - all dates - all departments

Title  Primary contact  Departure -  Return  State  Country

No trips found.

1 - 1 of 1

Page [1]

Limit [10](#) [25](#) [50](#)

This page lists all the trips you have registered. Expired trips will not appear on the list. You can bookmark this page if you wish to skip steps 1 and 2 (you will still need to log in).

Enter the title of your trip and select your department. If your department is not listed, call the Student Development Office at 2060 to have it added.

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**Title**

**Department sponsor**

United States  International State

Departure date  Return date

**Primary contact**

First name

Last name

Phone

Email

Banner Id

**Secondary contact**

First name

Last name

Phone

Email

Banner Id

Departure date  Return date

May 2013

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Enter information on how the group may be contacted while on site.

Enter the departure and return date of your trip using the pop-up calendar. The departure date cannot be set to a past date.

If you leave your itinerary or participant list empty, please be sure to upload documents containing this information after saving your trip.

**Paste in your trip itinerary**

Wednesday 15  
8:00am arrival  
9:00am settle in to camp site  
12:00pm travel to starting area  
12:30pm - 4:00pm on river  
4:00-5:00 pack rafts and return to camp site  
5:00pm Free time at camp

Thursday 16  
8:00am pack van prepare for return

**Paste in your list of trip participants**

Malcolm Daniels 90000xxxx2  
Cherie Brees 90000xxxx3  
Thomas Felling 90000xxxx4  
Jerry Christians 90000xxxx5  
Mort Matthews 90000xxxx6  
Caroline Hickenbothom 90000xxxx7

Enter a brief itinerary and list of participants. Although you can attach documents to your trip, filling these text boxes is the fastest method for administrators needing information.

**MAKE SURE** to include banner id numbers for your students.

Click Add trip when finished.

Add trip

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## Add documents to "Whitewater Rafting"

Your trip is missing itinerary and/or participant information.  
Please be sure to upload one more documents to supply that data.

1. Description	Itinerary	Choose File	Itinerary.pdf
2. Description	List of student rafters	Choose File	students.pdf
3. Description		Choose File	No file chosen
4. Description		Choose File	No file chosen

Upload files

If you do not fill out the itinerary or participants section, you will be asked to upload a document containing that missing information. Upload any file (Word, Excel, PDF, RTF, or text) pertinent to your trip.

After completing your registration, you will return to the list view.

Add Trip

Search Trip

Searching - all names - all users - all states - all dates - all departments

<input type="checkbox"/> Title	<input type="checkbox"/> Primary contact	<input type="checkbox"/> Departure - <input type="checkbox"/> Return	<input type="checkbox"/> State	<input type="checkbox"/> Country															
Whitewater Rafting	Newman, Charles	05/15/2013 - 05/16/2013	Colorado	USA															
<table border="1"> <thead> <tr> <th></th> <th>Primary information</th> <th>Secondary information</th> </tr> </thead> <tbody> <tr> <td>Name</td> <td>Charles Newman</td> <td>Lori Tendleman</td> </tr> <tr> <td>Phone</td> <td>828-555-1212</td> <td>828-555-1234</td> </tr> <tr> <td>Email</td> <td><a href="mailto:newmancz@appstate.edu">newmancz@appstate.edu</a></td> <td><a href="mailto:tendlemanlx@appstate.edu">tendlemanlx@appstate.edu</a></td> </tr> <tr> <td>Banner</td> <td>900000000</td> <td>900000000</td> </tr> </tbody> </table>			Primary information	Secondary information	Name	Charles Newman	Lori Tendleman	Phone	828-555-1212	828-555-1234	Email	<a href="mailto:newmancz@appstate.edu">newmancz@appstate.edu</a>	<a href="mailto:tendlemanlx@appstate.edu">tendlemanlx@appstate.edu</a>	Banner	900000000	900000000	<p>Creator user name: mcneaneym</p> <p>Location: Colorado</p> <p>Host department: University Recreation</p> <p>Departing on: May 15, 2013</p> <p>Returning on: May 16, 2013</p> <p><a href="#">Download information page</a></p>		
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Name	Charles Newman	Lori Tendleman																	
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Banner	900000000	900000000																	

Attach file to trip registration

Choose File Itinerary.pdf

Document description

Full itinerary of trip

Upload

Allowed file extensions: docx, doc, rtf, txt, xls,xlsx, pdf

Cancel

If you wish to edit the trip, click the notepad icon. To add another document, click the paperclip icon.

This completes your trip registration. You can return at any time to register more trips or update current trips. If you have any problems, please call the Student Development office at 262-2060.