



EWB-USA TRAVEL APPROVAL CHECKLIST

Purpose:

This document is intended to be a resource for travel teams preparing for departure on EWB-USA trips. *You do not need to submit this document to EWB-USA HQ.* This document explains how to meet the necessary requirements for EWB-USA final travel approval as well as suggestions about how to efficiently collect and organize information in order to expedite the travel approval process.

Summary of Requirements for Travel Approval:

Each of the items below must be checked for completion by the chapter before the chapter requests final travel approval from the EWB-USA Chapter Relations Manager (CRM). Email your CRM once you have completed the entire list; we ask that this is done at least **2 weeks** prior to your departure date. In that email, include: the 605's from each travel team member scanned in **one** PDF, 608-Health Insurance confirmation form fully filled out and signed by Faculty Advisor or University Representative scanned in a PDF (if applicable), and an updated 606 .

Please note: EWB-USA Supporting members must update their membership type to either student or Professional in order to be eligible to participate in EWB-USA project travel.

- ☐ EWB-USA Chapter in Good Standing
- ☐ Technical Approval from EWB-USA Project Manager
- ☐ QA/QC Cost Allocation

- ☐ EWB-USA Membership of Travel Team Members
- ☐ Volunteer Waiver Agreement (605)
- ☐ Travel/Health Insurance (Seven Corners or 608)
- ☐ Emergency Contact Page (606)

Explanation of Requirements for Travel Approval:

EWB-USA Chapter in Good Standing:

In order to receive final travel approval, EWB-USA chapters must currently be in good standing, which includes:

- Valid and signed Chapter Agreement with EWB-USA.
- For student chapters, the annual university chapter fee is paid in full for the current year.
- Chapter is not restricted from travelling on EWB-USA projects per the 203 – Corrective Action Process.

Technical Approval from EWB-USA Project Manager:

In order to receive final travel approval, an EWB-USA Project Manager must have issued technical approval.

**QA/QC Cost Allocation:**

<https://s3.amazonaws.com/ewbgeneral/2014%20Dues%20and%20Fees%20Policy%20Announcement.pdf>

For chapters with funds available at EWB-USA, funds will be automatically allocated at the time of technical approval to cover this cost. If your chapter does not have sufficient funds at EWB-USA to cover these costs, an invoice will be sent at the time of technical approval.

Please make all checks payable to Engineers Without Borders USA. To make a credit card payment, use the donate button for your project on the www.ewb-usa.org website and send the confirmation to accounting@ewb-usa.org.

EWB-USA Membership for Travel Team Members:

<http://ewb-usa.org/get-involved/membership>

All travel team members must be current student or professional members of EWB-USA for the duration of the EWB-USA trip. Please confirm the EWB-USA membership status of each of your travel team members. In the body of the email you send the CRM in which you are requesting final travel approval, list the names of the final travel team members. EWB-USA supporting members must update their membership to student or professional in order to be eligible to participate in EWB-USA project travel.

Volunteer Waiver Agreement (605):

<http://my.ewb-usa.org/chapter-resources/sourcebook-downloads>

Each travel team member must complete the volunteer waiver agreement (605) by initialing and signing the document. The most updated version of the 605 is available at the link above. These should be scanned into one PDF and attached to the email in which you request final travel approval from the CRM.

Travel/Health Insurance (Seven Corners or 608):

<http://my.ewb-usa.org/chapter-resources/sourcebook-downloads>

All travel teams must purchase travel insurance through EWB-USA's vendor, Seven Corners. The insurance should be purchased using a single credit card. The credit card holder can then either submit the receipt for re-imbursement from your account at EWB-USA or seek reimbursement directly from your chapter or from individual team members. Seven Corners will send a record of insurance to the CRM. 608 –health insurance confirmation form is not required if you are using Seven Corners insurance.

If your university requires your travel team to use their travel/health insurance provider, then a health insurance confirmation form (608) must be submitted for the travel team. This 608 form should be scanned as a PDF and emailed to the CRM as an attachment in the email requesting final travel approval.

Emergency Contact Page (606):

<http://my.ewb-usa.org/chapter-resources/sourcebook-downloads>

Verify that the Emergency Contact Page (606) submitted along with the Health and Safety Plan (HASP) includes the final travel team members and their emergency contact information. If any changes have been made to the travel team, please submit an updated 606 to the CRM as an attachment to the email requesting final travel approval.