

BERKLEE
TRIP LEADER
**TRAINING
GUIDE**



Berklee
College of Music



BOSTON CONSERVATORY
at Berklee

Traveling Safely and Successfully for Berklee

This brief guide is a reference for all Berklee employees leading trips on behalf of the college. Trip leaders are encouraged to review the Comprehensive Travel Policy, Travel and Expense Policy, and the details published at berklee.edu/travel.

I. THINGS TO KNOW:

A. Travel Approval

1. Initial approval for travel proposals should be made utilizing all relevant departmental and/or area approval processes, and should result in an area representative (chair, dean, manager, director, etc.) serving as a sponsor for the trip.
 - a) The trip sponsor is the area authorizing and organizing the trip opportunity. The trip leader is a staff or faculty member of the college designated to prepare and lead the group traveling.
 - b) The trip sponsor will determine how the logistics for the trip will be managed in their area (i.e., contracting; travel costs such as flights, lodging, ground transportation, per diem, equipment costs, visas, payments, and other fees).
 - c) The area approving travel is responsible for all travel logistics, including flight booking and visa processing.
2. It is recommended that all travel in which a non-Berklee entity covers all or a portion of the travel costs or remuneration be contracted using the contracting process guidelines.
3. Any use of the Berklee/Boston Conservatory at Berklee name or logo to advertise an off-campus event should be reviewed by Claire Machamer, senior vice president of communications and marketing, at cmachamer@berklee.edu.

B. Trip Registry, Travel Waivers, and Authorizations

1. Trip leaders must register their trip online using the trip registry form.
2. Global Initiatives will share the travel waiver form after the trip has been registered. All students traveling for the college must complete and sign this form.
3. All students will be reviewed and cleared for travel by the college. Students who do not meet the eligibility requirements and who are not in good academic or disciplinary standing will not be allowed to travel.
4. Global Initiatives will advise the trip sponsor and trip leader of any issues or considerations regarding the registered trip.

C. Travel Booking

Once all travelers are registered and cleared for travel, the trip leader may proceed with booking travel using the approved travel guidelines.

II. LEADING SAFELY AND SUCCESSFULLY

A. Crisis Response

1. The trip leader's first responsibility is to ensure the immediate safety and well-being of program participants by any means necessary including, but not limited to:
 - a) prompt and appropriate medical attention,
 - b) embassy intervention, and
 - c) police protection.
2. Contact Berklee Public Safety at +1-617-747-8888.

Key Points of Contact:

Berklee Public Safety	+1-617-747-8888 (emergency) +1-617-747-2682 (general business)
Global Initiatives	+1-617-306-2833 (assistant vice president) +1-617-784-8317 (associate director)
Division of Student Life	+1-617-747-6785 (associate vice president and dean of student life) +1-617-747-6404 (director of campus life)
Study Abroad	+1-617-747-6600 (general business)
Human Resources	+1-617-747-2375 (general business)

B. Know Where You Are Going and Have a Plan

1. All trip leaders should investigate the location(s) to which they are traveling, whether it is domestic or international.
2. Have a clear and detailed itinerary.
 - a) Trip leaders are advised to set up specific meeting points and times for all travelers.
 - b) It is recommended that trip leaders set specific lobby calls, curfews, and status checks throughout the trip.
3. Conduct a pre-departure orientation for all travelers to review the trip goals, itinerary, behavioral expectations, college policies, safety and emergency protocols, and other important factors related to the trip.
4. Ensure that all travelers are easily able to contact the trip leader 24/7.
5. Have an evacuation plan in case of emergency.
6. International travelers are also encouraged to:
 - a) review the U.S. Department of State website for travel guidance and advisories, and
 - b) register international travelers with the Smart Traveler Enrollment Program.

C. Important Documentation

1. Travelers should make multiple copies of documents such as passports, visas, trip itineraries, and health insurance information. It is recommended to carry these copies in different pieces of luggage or instrument cases, as well as storing a copy online. All travelers are encouraged to download the Rave Guardian mobile app (for iOS or Android) as an option to contact Berklee police dispatch. *Instructions to download the app may be found online or scan QR code for more information.*
2. Trip leaders should also carry copies of all travel documents and traveler information (including emergency contact details) for their team.
3. International travelers must have passports that are valid for at least six months after the return date to the USA in order to travel abroad.
 - a) International travelers are responsible for maintenance of their passport.
 - b) International students are strongly advised to meet with international student advising to ensure a successful reentry to the USA.
4. Trip sponsors and trip leaders are advised to request an official letter of invitation from the event hosts detailing who has invited them and the purpose of the trip.
5. In the event of medical emergency call Zurich Travel Assist Insurance program immediately.



24-Hour Access

Inside the U.S. and Canada Toll-Free: +1-866-224-0146

Worldwide (Collect): +1-416-654-4682

Plan Information: Policy Group ID # Employees: GTU 6698593

Policy Group ID # Students: GTU 0553659

Client Name: Berklee College of Music

D. Banking and Credit Cards

1. All travelers should contact their banks, credit card companies, and/or PCard and T/E Card vendor (J.P. Morgan) to inform them of the location(s) and dates of travel, and the kinds of charges to be anticipated while abroad.
2. International travelers are advised to understand specific details about currency exchange, cash and credit card usage, and norms around tips and services charges when traveling abroad.

E. Ambassadorship

All faculty and staff members and students traveling with Berklee sponsorship are acting as representatives of the institution. This carries a significant level of responsibility, and also creates opportunities for Berklee to gain knowledge and experience. Here are some things to consider:

- a) advising Global Initiatives and Admissions of any contacts and opportunities Berklee might consider exploring based on the trip engagement,
- b) sharing names and contact details of potential prospective students for Berklee programs, and
- c) sharing names and contact details of Berklee alumni encountered on the trip.

F. Travel and Expense Reporting

1. Trip leaders are responsible for providing a trip report detailing the travel experience once the trip is completed. The trip report can be completed using a format specified by the trip sponsor. Completed trip reports should be submitted to the trip sponsor and forwarded to other relevant offices as needed, per the discretion of the trip sponsor.
2. Trip leaders may also need to complete a travel expense report documenting all transactions from the trip as noted in the Travel and Expense Policy.