

## **Travel Program Financial Responsibility**

**Program:** \_\_\_\_\_

### **Travel Payment**

Trip balance must be paid as soon as possible. Students planning to use financial aid for this travel may have payment deadlines extended with proof of pending loan payment. Students are ultimately responsible for program and travel costs. Full payment must be completed prior to departure.

**Failure to make payments may result in a forfeit of deposit.**

### **Refund Policy**

Payments and refunds will be in accordance with the terms outlined in the travel program contract.

### **Travel Insurance**

Salem State University does not provide travelers with travel insurance. Travel insurance covers costs for lost baggage, as well as cancellation losses should a medical emergency arise. Students who wish to purchase trip insurance are encouraged to purchase a policy individually.

### **Travel Spending**

Please be advised that students are completely responsible to bring adequate spending money while traveling. It is recommended a student bring no less than \$40 per day of travel to cover basic expenses. A travel guide, such as Lonely Planet, Frommers or Fodor's is a good source of information for spending guides.

Neither Salem State University nor faculty traveling with students is able to provide money to students in a financial crisis. We suggest students bring a credit or debit card to access funds while traveling. This will allow a family member to deposit funds on your behalf should the need arise.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

**Return all completed travel forms to the approving vice president.**

**For Academic Affairs' travel requests, completed travel forms should be returned to David Crane, Assistant Dean of Credit Programs.**