Register Group Travel

1. Download the spreadsheet provided on the [Global Programs](#) website.
2. Please fill out the spreadsheet to the best of your ability providing the following information for each traveler. Please Note: Sections in **bold** are required for registration:
   a. Client Identifier = BU
   b. **First Name**
   c. **Last Name**
   d. **BU Email address**
   e. **Phone number**
   f. **BU Affiliation**
   g. **Status**
   h. **BUID# (please include U)**
   i. **Purpose of Travel**
   j. <mark>Record Locator will auto-populate please do not delete this field.</mark>
   k. **Flight Information*** – please include the below information per flight:
      i. Airline Code
      ii. Flight #
      iii. Departure IATA Airport Code
      iv. Flight Departure Date & Time (m/d/yyyy hh:mm AM/PM)
      v. Flight Arrival IATA Airport Code
      vi. Flight Arrival Date/Time (m/d/yyyy hh:mm AM/PM)
   l. Hotel/Accomodation Information*
      i. Hotel/Accomodation Name (if applicable)
      ii. **Hotel/Accomodation Address**
      iii. Hotel/Accomodation Telephone (if applicable)
      iv. **Hotel/Accomodation Check In Date** (or program/trip start date)
         1. Please use this formatting: YYYY/MM/DD
      v. **Hotel/Accomodation Check Out Date** (or program/trip end date)
         1. Please use this formatting: YYYY/MM/DD
      vi. Hotel Country Code (ex: USA)
3. Save Completed Spreadsheet using your school, program/location, and semester.
   a. Ex: CGS_Paris_Sp24
4. Send completed spreadsheet via [Secure E-Mail](#) to globalhss@bu.edu with the Subject: YOUR SCHOOL Group Trip SEMESTER.
   a. Ex: CGS Group Trip Spring 2024
5. If you haven't already, set up a Pre-Travel Health, Safety, and Security Training for your upcoming trip, please schedule with us in the body of your email.

***Please Note:** In order to properly register your group for travel and send timely health, safety, and security updates we will need Flight and/or Accomodation information.