

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. Record Locator will auto-populate please do not delete this field.**
 - 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. **Accommodation Information***
 - i. Accommodation Name (if applicable)
 - ii. Accommodation Address**
 - iii. Accommodation Telephone (if applicable)
 - iv. **Accommodation Check In Date** (or program/trip start date)
 1. Please use this formatting: YYYY/MM/DD
 - v. **Accommodation 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 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 Accommodation information.