

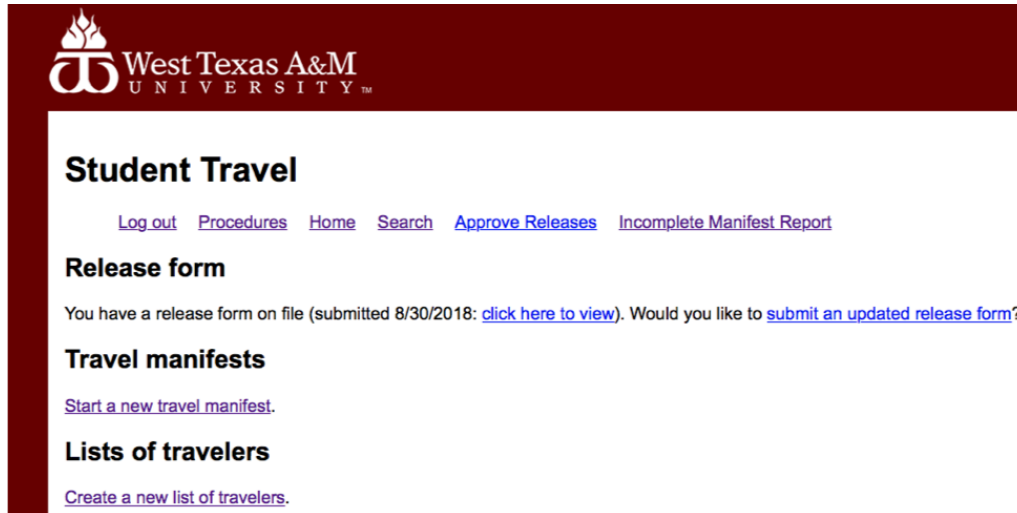
Online Travel Manifest Instructions

Use the following link to access the online travel manifest system: (Firefox or Chrome is preferred)

<https://apps.wtamu.edu/student-travel/>

(The username and password are what you normally use to sign into your computer.)

You should see the following screen:



STEP 1 - Release Form:

- If you do not already have a release form online, you will need to do one. Release forms are in good standing for 2 years, so you may need to submit a new one. 'Submit a release form' will appear under the RELEASE FORM section in that instance.
- Each person traveling will need to go online (using the same link from above), and submit a release form online.
- They need to identify themselves with a specific group so they will need to check the box of the group. (Ex. Rogers LEAD, BSM, etc.)
- You will not be able to complete the manifest until every person has completed a Release Form.
- Any outside travelers (non-wtamu) will have to complete a paper release form signed and then uploaded to the manifest.

STEP 2 – Lists of Travelers:

- Click on 'Create a new list of travelers.'
- You should then see the following:

Online Travel Manifest Instructions

Student Travel

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Traveling Hippies: Spread cheer conference (2/28/2019 - 3/3/2019)

* What would you like to do?

Add a traveler to this manifest

Add a traveler to this manifest

* Type of traveler

Select one...

* Buffalo Gold Card number

* First name

* Last name

Update traveler list

- You will be making two lists: 1-advisors (non-Student) and 2-students. Will submit from this screen twice.
- Make the name of the list specific for each list.
 - Example List 1: TH Advisors 2019
 - Example List 2: TH Students 2019
- You will input the following information for each person traveling.
 - First and Last Name
 - Buff ID
- Please create a list that includes every person that might have the possibility of traveling.
 - You can always remove people from the manifest. You cannot add to the manifest.
 - If you do not include everyone in the list, you may have to recreate the list.
- Once you have created the lists, you will see them listed (ex. Track and Field):
 - The type of list is in black.

Lists of travelers

[Create a new list of travelers.](#)

- [LEAD WT](#) (students)
- [Office of Student Engagement and Leadership](#) (students)
- [RA PALO DURO](#) (students)
- [Rogers LEAD WT Orientation](#) (advisors)

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STEP 3 – Travel Manifest

- From the Student Travel Homepage, click on 'Start a New Travel Manifest'
- You should then see the following at the top of the page:

Student Travel

[Log out](#) [Procedures](#) [Home](#) [Search](#) [Approve Releases](#) [Incomplete Manifest Report](#)

Manifest

* Name of travel group

My travel group does not appear in this list

* Please provide the name of your travel group

Traveling Hippies

* Purpose of trip

Spread cheer conference

Number of WTAMU student travelers

3

Number of WTAMU staff/faculty advisor travelers

1

Number of non-WTAMU travelers

1

* Are you requesting COFC funding

Yes

Transportation

* Is at least one traveler traveling by plane?

No

* Is at least one traveler traveling by university vehicle?

Yes

* If traveling by university vehicle, please identify the driver(s) BY NAME

Darcy Webber

- Name of travel group: Select what sport you are traveling with.
- Purpose of trip: Be specific. Example: *Spreading cheer conference*
- Number of students attending: This number will need to be precise.
- Number of staff/faculty advisors: This number will need to be precise as well.
- Are you requesting COFC funding? Answer accordingly.

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Transportation

Number of travelers traveling by plane

WTAMU students and WTAMU faculty/staff advisors (exclude non-WTAMU volunteers)

Number of travelers traveling by university vehicle

WTAMU students and WTAMU faculty/staff advisors (exclude non-WTAMU volunteers)

Number of travelers traveling by personal vehicle

WTAMU students and WTAMU faculty/staff advisors (exclude non-WTAMU volunteers)

Number of travelers traveling by chartered/nonchartered public carrier (bus, rental car, etc.)

WTAMU students and WTAMU faculty/staff advisors (exclude non-WTAMU volunteers)

* Is at least one traveler traveling by non-WTAMU vehicle?

Yes +

* If traveling by non-WTAMU vehicle, please identify the driver(s) BY NAME

Sarah Nease

* Is at least one traveler traveling by chartered/nonchartered public carrier (bus, rental car, etc.)?

No +

Departure from WTAMU

* Date of departure

02/28/2019

Select the date

MM/DD/YYYY

* Time of departure

12:00pm

examples: 11:30am, 2pm

Return to WTAMU

* Date of arrival back at WTAMU

03/03/2019

Select the date

MM/DD/YYYY

* Estimated time of arrival back at WTAMU

6:00pm

examples: 11:30am, 2pm

The email address at which you wish to receive notifications about this manifest

dwebber@wtamu.edu

Save and continue

- In this section, you will need to provide the total number of travelers in the correct mode of travel.
 - This number must match the numbers you provided earlier.
 - If you choose charter, including rental vehicles, you will need to provide the charter company name.
- Departure and Return from WTAMU: Select the date and provide a time.
 - The time format must match the example, including 'am' or 'pm'
- The email address box will automatically fill with your email address.
- Save and Continue

Online Travel Manifest Instructions

The page will continue on with your Travel Manifest created, but not complete:

Student Travel Manifest #2620

[Log out](#) [Procedures](#) [Home](#) [Search](#) [Approve Releases](#) [Incomplete Manifest Report](#) [Create a duplicate of this manifest](#)

Traveling Hippies: Spread cheer conference (02/28/2019 - 03/03/2019)

This manifest is incomplete

Incomplete tasks

- You must identify at least one destination
- Student travelers: indicated 3, identified 0
- Advisor travelers: indicated 1, identified 0
- Non-WTAMU travelers: indicated 1, identified 0
- You have indicated travel by non-WTAMU vehicle, but you have not completed a non-WTAMU vehicle authorization

Update this manifest

- [Add a destination](#)
- [Edit the traveler list for this manifest](#)
- [Add a non-WTAMU vehicle authorization](#)
- [Edit this manifest](#)
- [DELETE this manifest](#)

Manifest detail

- From the home screen, choose the manifest you are working on (will be listed under Travel Manifests)
- The screen will look similar to (Student Travel Screen):

You will notice at this point the section '*Manifest Status*':

- Listed will be items that are not complete and will prevent the manifest from being submitted.
 - Any item listed in red, will need completed before the manifest can be submitted.
 - Once the item is corrected, it will turn green.
- You want everything to turn GREEN!! Start with the destination, and work through each of the required sections
- The most common items you will see listed are:
 - Not all the travelers listed will have a current release form online.
 - The number of travelers on the traveler list does not match the number indicated by the person preparing the manifest (as seen above).
 - Select add destination.

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STEP 4- Destination

You will need to add the destination(s) of your travel

- If you have multiple destinations along the trip, you may add more than one.

The screen will look like:

Student Travel

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Traveling Hippies: Spread cheer conference (2/28/2019 - 3/3/2019)

* Destination

* Does any part of your stay at this destination involve travel outside the United States?

* Staying in accommodations?

Arrival

* Date of arrival at destination

Select the date

MM/DD/YYYY

* Estimated time of arrival at destination

examples: 11:30am, 2pm

Departure

* Date departing this destination

Select the date

MM/DD/YYYY

* Estimated time departing this destination

examples: 11:30am, 2pm

- Provide the details of your destination:
 - Destination: ex. Tarleton – Stephenville, TX
 - Organization has been to this same location in the past two years?
 - You will need to select yes or no.
 - Staying in Accommodation: will need specific details:
 - Name of Hotel (or private residence)
 - Address of Hotel
 - Phone Number of Hotel
 - Date and Time of arrival of your Destination (time must match the form given in the example)
 - Date and Time of departure of your Destination (time must match the form given in the example)
- Save: will take you back to the Student Travel Screen

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STEP 5 – Traveler List

- From the Student Travel screen, choose 'Edit the Traveler List for this Manifest'.
- The screen will look like:

Student Travel

[Log out](#) [Procedures](#) [Home](#) [Search](#) [Approve Releases](#) [Incomplete Manifest Report](#)

Traveling Hippies: Spread cheer conference (2/28/2019 - 3/3/2019)

* What would you like to do?

Add a traveler to this manifest

* Type of traveler

* Buffalo Gold Card number

* First name

* Last name

- From the drop down, 'copy a traveler list into this manifest': You will do this twice, for both the Advisor list and Student list.
- Update traveler list
- Once they are attached, you will be able to go in and remove anyone from the manifest, but it will not remove from the original travel list.
 - Remember, you cannot add to the travel list from here. Once they are removed, they are removed from the manifest only.
 - You are given the option to add a single traveler to the manifest.

Step 6: Non-Authorized WTAMU vehicle (Personal Transportation)

- If you selected your mode of transportation as a non-wtamu vehicle, you will need to provide the following information:
 - Vehicle Make
 - Vehicle Model
 - Vehicle Color
 - Vehicle Year
 - License Plate State and Number

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- The screen will look like the following:

Student Travel

Non-WTAMU Vehicle Authorization

Spirit Squad: TEST (6/18/2022 - 6/18/2022)

* Will everyone who will be driving this vehicle have a valid driver's license for the duration of this trip?

* Does the owner's auto insurance policy cover everyone who will be driving the vehicle for the duration of this trip?

* Will this vehicle have valid registration (and inspection, if applicable) for the duration of this trip?

Vehicle

* Make

* Model

* Color

* Year

* License plate state

* License plate number

Save

- Continue adding as many vehicles as needed
- Once you have added all the vehicles that will be used for transportation, you will then need to go and select which travelers will be in which vehicle.
- Scroll to the bottom of your Travel Manifest until you see the heading "Non-WTAMU vehicle authorization." This is where you should see the vehicles you have just added
- Click "edit occupant list" and select by clicking which of your already added travelers will be in that vehicle

INTERNATIONAL TRAVEL

If you are traveling out of the country, you will need to complete the Export Control Survey. Please submit travel manifest's at least two weeks prior to traveling, to ensure secure travel.

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Export Control Survey for Traveling Hippies: Spread cheer conference (2/28/2019-3/3/2019)

If you have questions about how to respond to this survey, please contact Janet Wood (806-651-2982, jawood@wtamu.edu) of the export control office.

- * Will you be traveling to an embargoed destination?
 : For current list consult the [Treasury Department](#)
- * Will you take information or technology not widely available in the public domain or items subject to Export Control regulations?
 : e.g., technology; software, and information related to the design, production, testing, maintenance, operation, modification, or use of controlled items or items with military applications. This does not include basic marketing information on function or purpose; information regarding general scientific, mathematical or engineering principles commonly taught in universities; or information that is generally accessible in the public domain.
- * Will you be taking biological or hazardous material?
 : See [Federal Select Agents and Toxins list](#)
- * Will you take materials or equipment?
 : e.g., GPS, advanced laptops, software, or scientific equipment. This does not include basic/standard laptops, tablets or smartphones, and general commercial software. See [Computer equipment](#) note below.
- * Will your activities involve presenting or sharing information not available in the public domain?
 : See [Publicly Available/Public Domain Exclusion](#) note below.
- * Do you know or have any reason to believe that the information you will be sharing or the activities you will engage in while traveling will have a military use or will provide a military service?
 : e.g., Will the information you carry with you or the discussions you engage in aid in the design, development, production, or use of nuclear explosive devices, chemical/biological weapons, or missiles?
- * Will you be furnishing financial assistance or anything of value, including services to a blocked or sanctioned country, individual, or entity?
 : This includes agreements performable outside the United States, payments to foreign vendors, engaging in collaborative projects/activities. See [the current list of sanctioned individual or entities](#) and [the list of embargoed countries](#).

If you have questions contact Janet Wood, her info is listed above the questions.

NON-WT Travelers

- Non-WT travelers will have to sign a physical release form and upload it to the manifest
- Click “upload the release form” highlighted in blue and upload the document from your computer.
- The same thing will need to be done for the Export control survey click “upload the survey” highlighted in purple and upload the document from your computer.
- These forms are not fillable forms you must (print, sign, and scan back into your computer) in order to upload the form.
- The ONLY person that can upload the forms for NON WT TRAVELERS is the manifest preparer.

External Travelers

Traveler	Release form	Export control survey
Sandra Bullock	release form for Sandra Bullock submitted 2/28/2019 you need to upload the release form for Sandra Bullock	clear you need to upload the survey for Sandra Bullock

Please make sure everything is green and submitted for approval. If you are having any issues with submitting a manifest, please contact Sabrina Pugh at 651-2313.