



# International Trip Guidance

A how-to-guide on planning and organising a '10/10' international trip for your society members

# An introduction to International Trips

When organising international trips for your society, it is important to have plenty of time to plan, make changes and book everything prior to departure to ensure a safe and fun experience for all.

At SUBU, we operate on an 8-week timeline for societies travelling internationally. Please utilise this document to ensure you have everything sorted before take-off!

*Please Note: UK Event and Trip Guidance is on a separate document and can be found on the Committee Zone*

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## Planning

Before anything, it's a good idea to meet as a committee and decide on the important stuff:

- Where are we going?
- When are we going?
- How do we get there?
- How much do we want to charge people/ how much will people want to spend?
- What are we going to do when we're out there?

## Itineraries

When going on a trip with a large group of people, it's important to have a plan of what you are going to do every day your there. Once you know where you want to go, ask your members what sort of activities/ places they might like to visit so you can build a rough itinerary.

Here's an example of what your itinerary might look like:

Destination: Barcelona

### Day 1- Arrival

- Coach from Bournemouth -> London Heathrow (Leave Bournemouth at 8:30am)
- Flight from LHR at 2:30pm
  - Arrive in Barcelona at 5:40pm
- Taxis to Hostel and check in
- Explore Barcelona Night Life with Hostel-provided tour

### Day 2- Explore the City

- Breakfast at the Hostel
- Visit the Sagrada Familia and Gaudi Houses
- Other Museum visits
- Evening Meal as a Society (pre-paid as included in ticket price)

*Day 3 etc...*

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At this point, you'll need to submit a Trip Proposal Form to [suclubs@bournemouth.ac.uk](mailto:suclubs@bournemouth.ac.uk) and also book in for a meeting with either of the Clubs Coordinators a minimum of 8 Weeks BEFORE your proposed departure. In this meeting, the team and your committee will go through everything that needs to be organised for the trip.

*TOP TIP:* After your meeting with the Student Opportunities Team, it would be a great idea to delegate tasks to specific committee members, so you all have a fair share of the workload for the Trip.

## Funding

Societies can apply for funding to support events and trips. Please refer to the Committee Zone for more information on the types of funding available to you.

## Visas

Depending on where you're going and who is attending from your society, some or all of your members may require a Visa to visit the country.

SUBU cannot provide Visa advice so here are the organisations to direct your members to:

- BCP Citizens Advice: <https://citizensadvicebcp.org.uk/>

## Passports and Insurance

It is important that you and your members have valid passports and insurance before booking your flights/ accommodation for your trip.

- Please inform your members that it is their responsibility to have an up-to-date passport and insurance sorted before booking their tickets to attend the trip.

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## Renewing passports

- UK:
  - Apply/Renew your passport here:  
<https://www.gov.uk/apply-renew-passport>
- Any other country:
  - Please refer to guidance online for how long applications take to be processed

## Travel Insurance

- EHIC/GHIC cards
  - EHIC (European Health Insurance Cards) have since been replaced by GHIC (Global Health Insurance Cards) for UK residents after Brexit. Both cards allow access to necessary state-provided healthcare in the EU and some other countries, but they are not substitutes for travel insurance
  - If you have an in-date EHIC card, these are still valid
  - If you don't have either, you can apply for a GHIC here:  
<https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/>
- Travel Insurance
  - It is important for your members to be insured before they go away with your society, especially if your society will be taking part in Sports and activities whilst abroad. Examples- attending a Surf Camp or Hiking/ Climbing mountains.
  - [ComparetheMarket](#) offers a platform to check the competitive prices of travel insurance for your members- plus, if they insure their car through ComparetheMarket, they can often get money off when sorting their travel insurance!

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## Ticket sales

Once your holiday plan is underway, it is important to have your trip tickets available for students to purchase. All tickets for society activity, especially international travel, must be sold via the SUBU website.

- First, your trip should be set up as an Event. Guidance on how to do this is available [here](#)
- Then, you can add tickets to the event you have created. Guidance on how to do this is available [here](#)
- We recommend that you add customisations to your ticket to make sure you have the accurate information from everyone for your Trip Registration form:
  - Name as on Passport
  - Passport Number
  - Dietary Requirements
  - Emergency Contact Information: Name and Number
  - Name of Insurers
  - EHIC/GHIC card number

*TOP TIP:* To make your trip tickets more financially accessible, consider having the option of instalments (2 instalments is the average) and an option for purchasing in full. If you keep a log of this information in a spreadsheet, you can know who has purchased what ticket type, and if they owe the society any money before departure.

## Booking transport and accommodation

As transport and accommodation for international trips can be in the thousands (££'s), we will recommend that you organise time with your committee and a member of the Student Opportunities Team to book this using our Union debit/credit cards.

Book meetings [here](#)



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## Transport

When booking international trips, it is important to consider what is the most financial, but also environmentally sustainable way to travel.

### *Plane*

- This is the most popular way for people to travel when taking large groups abroad
- Bournemouth
  - Bournemouth Airport is a smaller airport, so has limited options for destinations
  - If flying from Bournemouth, you would save money on Airport Transfer costs in the UK from Bournemouth University -> airport of choice
- Other Airports
  - More options for destinations
  - Will need to work out a way to get all your members to/ from the Airport

### *Airport Transfers*

- If you're in need of an Airport Transfer for the Trip between Bournemouth and the UK-based airport of your choice, please complete a DrivenConnect Transport Request form and raise this as a point in your meetings with the Student Opportunities Team

Alternative options to consider:

- Eurostar/Eurotunnel
  - Depending on where you're going, you might be able to get the Train from London to Mainland Europe. Check it out here: <https://www.eurostar.com/uk-en>
- Ferry
  - While the ferry may take longer, if you are looking to take a hire car/ minibus out of the country, a ferry might be a good option to get your members and their vehicles overseas

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## Transport once you are Abroad

- Hire Vehicles
  - If you are intending to hire vehicles to drive whilst abroad, please make the Student Opportunities Team aware ahead of departure by completing a Student Driver Form.
  - Further information about the requirements to hire vehicles for society activity are available on the Committee Zone

## Accommodation

When planning your accommodation, you must remember to keep the trip both financially and physically accessible to all your members. Here are a few options to consider:

- Hostels
  - Financially accessible for all
  - Have the capacity to house large groups in shared rooms
  - Often have kitchen facilities/ pools/ social activities organised by the Hostel team
- Airbnb
  - Self-contained
  - Can choose what facilities you need- e.g. can make sure you have a kitchen to be able to cook your meals in house and save money for your members
  - \*New for 25/26\* Based on feedback from last year, we have set up a SUBU Airbnb account which can be used to book your trip. We can provide support if any issues arise, and can 'invite' members of your committee into the booking to allow for direct contact from society -> Airbnb hosts



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- Hotels
  - May be a good for smaller groups
  - Slightly more expensive, but often have similar additional facilities to Hostels
  - Can often cater to students who may be travelling with additional access needs

## Trip Registration

At least a week before you depart, we will need your Trip Registration Form submit to us via email – send to [suclubs@bournemouth.ac.uk](mailto:suclubs@bournemouth.ac.uk) once completed

## Risk Assessment

At least a week before you depart, we will need a Trip Risk Assessment submit to us via the Risk Portal as your annual risk assessment does not adequately cover international travel.

Please remember, when submitting risk assessments, you must put the approvers as below:

- Loz Green- [greenl@bournemouth.ac.uk](mailto:greenl@bournemouth.ac.uk)
- Luci Phalp- [lphalp279@bournemouth.ac.uk](mailto:lphalp279@bournemouth.ac.uk)

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## Trip Meetings

Before an international trip, it's important to bring all attendees together to go over the itinerary and give them a chance to ask any last-minute questions. Sometimes, you might be taking students away for the first time, so a meeting to go over the basics will be helpful for making sure everyone is prepared for their time away as a society!

Topics you could cover:

- Itinerary for the trip
- Departure information- flight times, what time the coach is picking you up, what airport you're flying from
- A day-by-day plan of what you're doing whilst away
- Themed social night? Tell people what to bring!
- A brief packing list
- Budget for the trip- roughly how much money do people need to bring?
- Time for members to ask questions

## Things to remember...

You represent BU and SUBU

- As a society, you are representing BU and SUBU when travelling abroad much the same way as when you run activities in Bournemouth. Please treat the people, property and local area with respect. Any poor behaviour reported to us or the University will be reviewed in line with disciplinary process.

Emergencies

- Contact the Emergency Services (the country's equivalent to 999), provide them details on the nature of your emergency and your location
- Then inform BU on 01202962222 specifying which Society you are with
- Await further instructions from the Emergency Services