

Bods Abroad FLP Travel Plans

Group Travel Plans and Faculty Travel Plans

Group Travel Plans and Faculty Travel Plans are required for all Faculty led Programs.

A Group Travel Plan will include travel and housing details to support participants' safety throughout the program.

A Faculty Travel Plan includes the faculty leader's personal Travel Forms for collecting emergency contact, passport identification, STEP enrollment, and the program evaluation form.

Instructions for Completing the Group Travel Plan:

Complete instructions, including a step-by-step video, are available in the ViaTRM Knowledgebase. You can create a Knowledgebase account using this link: [Via TRM \(Bods Abroad\) Knowledge Base](#). Or follow the information provided below.

To begin login to [Bods Abroad](#) and navigate to Via Travel tab in the top ribbon.

1. Under the Travel tab there will be multiple plans, find yours by using the search bar (Travel Plan will be the same as your Program name)
2. From this screen you can see the 'plan overview', 'who's going', 'group itinerary'.
3. Click on 'group itinerary' and utilize the instructions below.

How do I add Transportation Details to a Group Travel Plan?

A Travel Plan Detail is itinerary information that can be added to a Plan. Details can be added to Plans by both admins & travelers to ultimately be associated with travelers.

All Details are accessed by clicking the **Details** dropdown in the sub navigation menu, then choosing Transportation Details, Housing Details or Activity Details. A Transportation Detail includes the following fields:

- Transportation Details
 - Detail nickname
 - Transportation detail type*
 - Carrier name*
- Departure Information
 - Departure date*
 - Departure time*
 - Address search*

- Arrival Information
 - Arrival date*
 - Arrival time*
 - Address search*
- Additional Information
 - Route #
 - Confirmation #
 - Ticket #
 - Seat #
 - Notes

- Add this detail to all travelers added to this group plan, now and in the future

****Indicates a required field in order to save the detail***

How do I add Housing Details to a Group Travel Plan?

A Travel Plan Detail is itinerary information that can be added to a Plan. Details can be added to Plans by both admins & travelers to ultimately be associated with travelers.

All Details are accessed by clicking the **Details** dropdown in the sub navigation menu, then choosing Transportation Details, Housing Details or Activity Details.

A housing detail includes the following fields:

- Housing details
 - Detail nickname
 - Housing detail type*
 - Arrival date*
 - Arrival time*
 - Departure date*
 - Departure time*
 - Housing name*
 - Address search*
- Additional housing information
 - Phone #
 - Email
 - Website
 - Confirmation #
 - Room #
 - Notes

- Add this detail to all travelers added to this group plan, now and in the future

****Indicates a required field in order to save the detail***

Instructions for Completing the Group Travel Plan:

Your Personal Faculty Travel Plan is located in your profile. Change roles from Administrator access to Traveler access to view your personal profile and Travel Plans.

How to Toggle Roles in Via TRM

1. Click your **photo or silhouette icon** in the **upper-right corner** of your Via TRM screen.
2. Select **“Change Role.”**
3. Choose the role you want to switch to — **Traveler** or **Administrator**.
4. Click **“Switch Now.”**

Click skip program match and navigate to “My Travel, My Plans” and click on the 4 Plan forms to complete:

