Online Travel Forms

Go to https://calbaptist.terradotta.com/

Select **the appropriate participant category** to find the necessary forms for your off-campus academic engagement activity.



Select the College or School sponsoring the off-campus academic engagement activity.

Department Specific Travel: Please select the College or School for department sponsored travel.				
COLLEGE OF ARCHITECTURE, VISUAL ARTS, AND DESIGN	COLLEGE OF ARTS AND SCIENCES			
COLLEGE OF BEHAVIORAL AND SOCIAL SCIENCES	COLLEGE OF ENGINEERING			
COLLEGE OF HEALTH SCIENCE	COLLEGE OF NURSING			
SCHOOL OF BUSINESS	SCHOOL OF CHRISTIAN MINISTRIES			
SCHOOL OF EDUCATION	SCHOOL OF MUSIC			

Select the Program.

•				
	College of Arts and Sciences			
	Select your travel program to access the necessary travel forms:			
	Environmental Science 2018: Australia and New Zealand Eco-Tour			
	Greece Tour 2018			

Select I have a CBU username and password and click Submit.



Enter your CBU Username and Password and click Sign In.

🔒 cbu	LancerMail
Type your user name and passo User name:	vord.
Passworg:	Sign In



****IMPORTANT LOGIN INFORMATION****

After your initial login, please do not use the method above to log back into the system in order to complete your forms. Please go to <u>https://calbaptist.terradotta.com/</u> and log in using the <u>CBU LOGIN</u> button under the RETURNING section of the page.

Available Terms Terms Summer, 2018 Apply

Select the semester and year that you plan to travel and click Apply.

Please complete all of the signature documents and forms in this section.

You will see a checkmark in the Received column once a section has been completed and submitted.

		- Submit F	Forms -	
TAT.	C M		Signature Documents	
Program:	Greece 2018		Click the following to view and digitally sign important documents to indicate your	
Term/Year:	Summer, 2018		agreement and understanding.	
Deadline:	04/16/2018		Title	Received
Dates:	ТВА		Media Release	
	p.650%		Travel Release of Liability	
*Y Pro use yo ret	You may enter information in the Participant e-Departure Travel Documentation form and e the Save button to save your information if u need to get additional information and curn to complete the form. Your form is not		Forms Click the link(s) below to view and complete the following on a form and save it for later completion, but note that you mus the form to be logged as complete and ready for review.	line form(s). You may begin at click SUBMIT in order for
co	nsidered complete and cannot be reviewed		Title	Received
un	til you click the Submit button at the		Participant Pre-Departure Travel Documentation	
bo	ttom of that page.		\	

To submit your entire file, click Submit Forms at the top of the page after you have completed and submitted all of the signature documents and forms.