

STUDENT TRAVEL FUNDING RECIPIENT CHECKLIST: INDIVIDUAL

Individual's Name (please print)

Trip Destination (City, State, Country)

Please initial each task as you complete it. Once all tasks have been completed, sign and date this form and turn it in to the Student Government Association Office, Walb 225.

BEFORE THE TRIP:

- _____ Review the Student Travel Funding Guidelines
- _____ Submit a Student Travel Request Form
- _____ Complete a 5-minute Presentation at a Student Travel Funding Allocation Committee Meeting
- _____ Meet with Student Travel Fund Allocation Coordinator to complete necessary paperwork
 - _____ Individual Student Travel Funding Award Contract
 - _____ Trip Information Worksheet
 - _____ Emergency Contact Information
 - _____ Hold Harmless Waiver (for each trip attendee)
- _____ Schedule meeting with the Director of Student Leadership to use department credit card, if needed

FOR INTERNATIONAL TRAVEL ONLY:

- _____ International Travel
 - _____ Waiver, Release, and Hold Harmless Agreement
 - _____ Trip Itinerary
 - _____ International Trip Insurance (required)

IF NEEDED:

- _____ Request for Driver Authorization (if driving)

OPTIONAL:

- _____ Trip Insurance (Domestic)

Sign

Date