

STUDENT TRAVEL FUNDING RECIPIENT CHECKLIST: STUDENT ORGANIZATION

Student Organization Name (please print)

Contact Person's Name

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

_____ Student Organization- Student Travel Funding Award Contract

_____ Trip Information Worksheet

_____ Hold Harmless Waiver (for each trip attendee)

_____ Student Life - Student Organization Checklist

_____ Submit event in Community

_____ Event Details

_____ Organization Trip Checklist (Group travel events over 24 hours or Domestic travel under 24 hours)

_____ Schedule meeting with the Director of Student Leadership to use department credit card, if needed

FOR INTERNATIONAL TRAVEL ONLY:

_____ Group Travel International

_____ 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