CHECK LIST FOR TRAVEL FOR STUDENT CLUBS/ORGANIZATIONS

Trip Destination:		
Date(s) :		
Pre-Trip		
	Request funds on Student Active advance. Submit Request for Travel Au advisor's approved travel to Student Student Activity Trave Submit to Student Leadership & stating approval of funds for trip	Activities minutes from club meeting Activities a Student Trip Verification Ease Forms. transportation registration hotel
		meal money other
Post –Trip	Complete Meal Allowance Vou after they receive meal money	ncher and have students sign immediately
- 00 0P		
	Re-submit signed (with correct information) Student Activity Authorization/Expenditure Voucher.	
	Submit original receipts for:	transportation registration hotel other
	Submit completed Meal Allowa	nnce Voucher
	Submit any remaining funds to	Student Leadership & Activities