

Travel Checklist

- 6 weeks out:**
- Determine due date of early-bird conference registration/admission fees.
**Travel paperwork is due 15 business days before registration fees are due.*
 - Make transportation arrangements.
**If airline, have all students sign the Airline Ticket Reimbursement Agreement Form and include with your travel packet. (Airline tickets should only be purchased once the travel request is approved by the Student Life Business Office).*
 - Make hotel reservations. Business Office Specialist need copy of Reservation!
**If a one-night deposit or pre-payment in full is required at time of reservation, contact the Student Life Business Office Specialist.*
 - Submit Senate Overflow Request form to SG Treasurer if additional funds are needed.
- 4 weeks out:**
- Confirm if Senate Overflow Request is approved, (if applicable).
 - Determine the names of students who will travel. ** Eligible Students are:
** Currently Enrolled in 3 credits or more; and must have a 2.0 or higher cumulative GPA.
 - Send in conference registration information by the due date; the Student Life Business Office Specialist may do this for you.
**Have all students sign a Registration Reimbursement Agreement and include with your Travel Packet.*
- 15 business days out or SOONER:**
- Complete Travel Packet, including all required signatures.
 - Need copy of Conference Agenda with Travel Packet.
 - Meet with the Student Life Business Office Specialist, S-145 to review Travel Packet.
 - Submit completed Travel Packet to the Student Life Business Office Specialist, S-145.
 - Schedule a post-travel meeting with the Student Life Business Office Specialist to review the Student Trip Report and submit all travel receipts. Make an appointment by emailing teresa.lanier@sfcollge.edu.
- One week out:**
- Confirm hotel & transportation reservations.
 - Advisor should hold pre-travel group meeting.
 - Review conference agenda or trip itinerary.
 - Explain travel rules & review ESCOT form.
 - Set departure time.
 - Review packing list and attire for trip.
- Two days out:**
- Pick up advance check from cashier's office in F-026 (if applicable - meals only).
- Day Before Trip:**
- Pick up rental car/van (if applicable).
- Week after trip:**
- Turn in undistributed cash from meal advance to the cashier's office within 3 business days of trip for no-show students.
 - Meet with the Student Life Business Office Specialist at previously set time to review Trip Report. Be sure to bring all original receipts, plane ticket stubs, meal allotment forms, etc. with you to turn in for reimbursement.

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