



STUDENT TRAVEL CHECKLIST

Before submitting student travel, complete this checklist form and check off all area's that apply to the requested travel. All area's must be met before submission, after completing this form attach it to the travel packet as the cover sheet, signed and dated by the individual submitting the requested travel. If some area(s) don't apply to requested travel, please mark as "N/A".

- Organization/Department Traveling
- Organization/Department Budget No.
- Purpose of Travel
- Destination of Travel
- Date(s)/Time(s) of Leave and Return of Travel
- Advisor/Chaperone Name and PID No.
- Student(s) Name(s) and SID No. (s)
- Air/Land Carrier Vendor Name
- Air/Land Carrier Amount
- Registration Vendor Name
- Registration Amount
- Lodging Vendor Name
- Lodging Amount
- Meal Money Per-Diem Allocation (note: Breakfast before 6am while on travel, Lunch before 12pm while on travel, and Dinner after 8pm while on travel. **Breakfast=\$6.00, Lunch=\$11.00, Dinner=\$19.00** per individual, provided the itinerary)
- Meal Money Per-Diem Allocation Total
- Other Cost Vendor Name
- Other Cost Amount
- Grand Total Requested
- Conference/Competition Documentation (registration forms, itinerary, hotel confirmation sheet w/total cost, etc...)
- Signature of Advisor/Chaperone and Dated.

***NOTE: Disbursement forms must be filled out and submitted with Student Travel if requesting for funds before travel begins (such as student meal money, lodging costs, and/or registration), please see disbursement form checklist for step by step procedures. After submission of Student Travel request with the Student Travel checklist and area's are found to be incomplete, the travel packet will be returned to the person(s) who submitted the requested travel for corrections of incomplete area(s) and to be re-submitted for approval.

SIGNATURE: _____

DATE: _____