



# *Student Travel Packet Checklist*

**To be completed by the advisor:**

- \_\_\_\_\_ Anticipated Travel Expense Form
- \_\_\_\_\_ Funds Request & Travel Rationale Form
- \_\_\_\_\_ Chaperone Form
- \_\_\_\_\_ Departmental Request and Authorization for Leave Form (P-2)
- \_\_\_\_\_ Travel Advance and Expenses for Student Services Monies
- \_\_\_\_\_ Certification for Receipt of Meals Form
- \_\_\_\_\_ Driver's record Search Form

**To be completed by the student:**

- \_\_\_\_\_ Agreement for Off Campus College Activity
- \_\_\_\_\_ Student Delegate Contract
- \_\_\_\_\_ Notice of Class Absence Due to Activities
- \_\_\_\_\_ Emergency Contact Information
- \_\_\_\_\_ Permission for Emergency Treatment

**To be completed by Student Life if applicable:**

- \_\_\_\_\_ Airline Ticket Release (ATR) Form

***Please ensure that all of the required paperwork is accurately completed, signed by the appropriate individuals and submitted to the Director of Student Life a minimum of 60 days prior to the proposed date of travel.***