



# Student Travel Packet Checklist

**To be completed by the advisor:**

- \_\_\_\_\_ Anticipated Travel Expense Form
- \_\_\_\_\_ Funds Request & Travel Rationale Form
- \_\_\_\_\_ Chaperone Form
- \_\_\_\_\_ Departmental Request for Leave of Absence and Reimbursement (P-2)
- \_\_\_\_\_ Travel Advance and Expenses for Student Services Monies
- \_\_\_\_\_ Certification for Receipt of Meals Form
- \_\_\_\_\_ 15 Passenger Van Driver's Form

**To be completed by the student:**

- \_\_\_\_\_ Student Delegate Contract

**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.***

**Student Life Only:**

- Rcvd: \_\_\_\_\_
- Processed: \_\_\_\_\_
- Moved for signatures: \_\_\_\_\_
- Rcvd. From Campus Administration: \_\_\_\_\_
- Check disbursements created: \_\_\_\_\_
- Sent to accounts payable: \_\_\_\_\_
- Checks Processed at Accounts Payable: \_\_\_\_\_
- Rcvd. For reconciliation: \_\_\_\_\_