



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: _____