

Student Travel Packet Checklist

To be completed by the advisor:

- _____ Departmental Request and Authorization for Leave Form (P-2)
- _____ Travel Advance and Expenses for Student Services Monies
- _____ Chaperone Form
- _____ Certification for Receipt of Meals Form
- _____ Room Assignment Form (overnight travel only)
- _____ Driver's Record Search Form (if using a College vehicle)

To be completed by the student:

- _____ Student Travel Packet
- _____ Notice of Class Absence Due to Activities

Supporting documents to attached if applicable:

- _____ Conference/event information
- _____ Hotel information and rates
- _____ Quotes for transportation (air, bus, shuttles, taxis)

Please ensure that all of the required paperwork is accurately completed, signed by the appropriate individuals and submitted to the Director of Student Life or Department Chairperson a minimum of 6 weeks prior to the proposed date of travel.