# Travel Checklist

**Conference/Event:** ____________________________  **Event Date(s):** ____________________________

**Location:** ____________________________  **Date Submitted:** ____________________________

**Organization Name:** ____________________________  **Contact Name:** ____________________________

**Cell:** ____________________________  **E-mail:** ____________________________

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### Prior to Trip
- [ ] Meeting w/Student Activities

### Hold Harmless & Behavioral Agreement
- [ ] Off Campus Event Waiver completed
- [ ] Agreements signed & turned in to SA

### Conference/Event Registration
- [ ] Registration required
  - Funding to be used: SOC  Seg Fees  PA
- [ ] Agenda/Schedule provided
- [ ] Deadline dates
  - / / /
- [ ] Completed Date:  
  - # Registrants:  
  - Cost:
- [ ] Receipts requested  
  - Receipts Received:

### Lodging
- [ ] Rooms required
  - Rooming list provided
  - Funding to be used: SOC  Seg Fees  PA
- [ ] Deadline dates/rates
  - / / /
- [ ] Completed Date:  
  - # Rooms:  
  - Cost:  
  - Authorization Fax:
- [ ] Lodging per conference list:
- [ ] Receipts requested  
  - Receipts Received:

### Emergency Contact Information
- [ ] Emergency contact info list completed and turned in

### Fleet/Rental Vehicle Request
- [ ] Cars required:  
  - # of Passengers:  
  - Vehicle Preference:  
- [ ] Fleet Requested:  
  - Available/Not Available:  
  - Funding to be used: SOC  Seg Fees  PA
- [ ] Enterprise:  
  - Contacted:  
  - Date:  
  - Confirmation Sent:
- [ ] List of drivers:

### Driver Authorization Form
- [ ] Driver authorizations complete and processed (minimum two per vehicle):

### Charter Bus Request
- [ ] Bus request completed
  - Quote requested from:  
  - Quoted price:  
- [ ] Contract/Requisition sent and details confirmed w/charter company:
- [ ] Req sent to BusServ on  
  - with  
  - contract  
  - quote  
  - attendee list  
  - schedule/agenda

### Air Travel Request
- [ ] Air request completed
  - Quote requested from LaMacchia:  
  - Quoted price:  
- [ ] Funding string given to LaMacchia:
- [ ] Flights confirmed/passengers notified:

### Travel Reimbursement
Funding to be used: SOC  Seg Fees  PA  TER’s: