

## STUDENT TRAVEL FUNDING

### RECIPIENT CHECKLIST: INDIVIDUAL & ACADEMIC GROUPS

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Individual/Group's Name (please print)

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Contact Person's Name

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Trip Destination (City, State, Country)

Please initial each task as you complete it. Once all tasks have been completed, sign and date this form and turn it in to the Student Government Association Office, Walb 225.

#### BEFORE THE TRIP:

- \_\_\_\_\_ Review the Student Travel Funding Guidelines
- \_\_\_\_\_ Meet with Student Travel Fund Allocation Coordinator to complete necessary paperwork
  - \_\_\_\_\_ Individual Student Travel Funding Award Contract
  - \_\_\_\_\_ Trip Information Worksheet
  - \_\_\_\_\_ Emergency Contact Information
  - \_\_\_\_\_ \*Driver Authorization Forms (for each trip attendee)

\*Academic Groups MUST work with their academic department to ensure all attendees have gotten their Driver Authorization Forms submitted and approved prior to the departure date for the trip. Individual travelers will be processed through the Student Travel Fund.

- \_\_\_\_\_ Hold Harmless Waiver (for each trip attendee)
- \_\_\_\_\_ Schedule meeting with the Director of Student Leadership to use department credit card, if needed

#### FOR INTERNATIONAL TRAVEL ONLY:

- \_\_\_\_\_ International Travel
  - \_\_\_\_\_ Waiver, Release, and Hold Harmless Agreement
  - \_\_\_\_\_ Trip Itinerary
  - \_\_\_\_\_ International Trip Insurance (required)

#### IF NEEDED:

- \_\_\_\_\_ Request for Driver Authorization (if driving)

#### OPTIONAL:

- \_\_\_\_\_ Trip Insurance (Domestic)

Sign

Date