

STUDENT TRAVEL FUNDING**STUDENT LIFE – STUDENT ORGANIZATION CHECKLIST**_____
Student Organization Name (please print)_____
Contact Person's Name_____
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:

____ Submit event in the Herd Hub (Suitable)

____ Complete all event details

____ List of participants

____ Details of how participants are paying for expenses (i.e., Student Travel Fund, personal account, travel grants from organizations, travel grants from professor, etc.)

____ Upload necessary documents to the Herd Hub (Suitable)

____ Hold Harmless Waivers for each trip attendee

____ Trip Itinerary (including connecting flights, hotels, transportation services, & rentals)

IF NEEDED:

____ Request for Driver Authorization (if driving)

____ Request to use University Vehicles (if not using personal vehicles)

____ Contact Business Manager, David Reynolds (reynoldd@pfw.edu) for third-party contracts**PLEASE INITIAL BY THE STATEMENTS BELOW:**

____ I understand that all trip details are required to be entered into and approved in the Herd Hub (Suitable) before my trip can occur.

____ I understand that if my the Herd Hub (Suitable) request is not approved, my student organization may not participate in the trip.

Sign

Date