

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 Community
 - _____ Complete all event details
- _____ Upload necessary documents to Community
 - _____ Hold Harmless Waivers for each trip attendee
 - _____ Trip Itinerary
 - _____ Student Travel Contract
 - _____ Student Travel Trip Information Worksheet
 - _____ Student Travel Checklist

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

Sign

Date