

Student LIFE

CLUB TRAVEL CHECKLIST

Travel requests must be turned into Richele Blair at least (3) weeks prior to event/activity for approval.

ALWAYS INCLUDE THESE FORMS WHEN TRAVELING:

- Club Travel Checklist (completely filled out)
- Travel Authorization Form (completely filled out)
- Assumption of Risk Contracts (required for everyone traveling)
- Team Travel Expense Report (if applicable)
- Travel Expense Voucher (completed when you return)

REQUIRED TRAVEL INFORMATION

Name of Club/Organization: _____

Name of Advisor: _____

Date(s) of travel: _____ Departure time: _____ Return time: _____

Where are you traveling? City/State: _____

Purpose of travel: _____

List of accompanying travelers (attach separate sheet, if necessary):

1. _____

9. _____

2. _____

10. _____

3. _____

11. _____

4. _____

12. _____

5. _____

13. _____

6. _____

14. _____

7. _____

15. _____

8. _____

16. _____

TRANSPORTATION

Certain forms of travel, van rental, car rental, plane; require additional paperwork.

Contact Richele Blair for necessary paperwork and approval.

MEALS

The State of Washington has set amounts allowed per person for each meal (breakfast, lunch and dinner) depending on where you are traveling. These rates can be obtained from Richele Blair in Student LIFE. The rates quoted are the maximum allowed by the state, however clubs may choose to give less money or no money at all, based on their current budget. This must be discussed with the club advisor.

TRAVEL INFORMATION UPON RETURN

Upon return you must complete a Travel Expense Voucher. This must be submitted to Richele Blair within 48 hours of return along with any receipts. If applicable be sure to submit your Team Travel Expense Report.

Questions and Contact information:

Richele Blair
Student LIFE Advisor
rblair@everettcc.edu
Everett Community College
2000 Tower Street
Everett, WA 98201
Phone: (425) 388-9504