Travel Checklist

Office of Student Engagement

Use this checklist to help your organization plan travel for your next event. Student organizations should consider everything on this checklist and create strategies for their events based on these items.

Before your trip...
- Where and when will you be travelling?
- What members will be attending and will your advisor be travelling with you?
- Have you created an itinerary?
- Are there registration deadlines?
- If you need lodging, where will you be staying?
- If you need transportation, what type and for what dates?
- How will you finance your trip? What portion of the costs will the organization sponsor? Have you applied for SOFAC funding?
- Will you need to bring checks or payments with you to the event?
- If you are traveling more than 10 miles outside of Springfield, have you completed the necessary paperwork? (Trip Registration and Activity Release forms to the OSE by 4pm on Friday at least one week before you leave for your trip)

During the trip...
- Keep all receipts
- Check in with your faculty/staff advisor
- Report any accidents or emergency situations to your advisor IMMEDIATELY

After the trip...
- Complete all required paperwork for reimbursement to the necessary parties
- Meet with your advisor to evaluate your trip and confirm that all paperwork has been completed as required.