# California State University, Fullerton H&SS ICC. Travel Request Proposal Checklist

## Proposal Timeline

Step 1: One week before your proposal date.

Step 2: Due **Monday at 10:00 am** prior to Friday’s proposal.

Step 3: Occurs on Friday during the ICC Meeting.

Step 4: Due no later than 2 weeks after conference.

Step 5: Completed after paperwork is submitted.

Step 6: Ready approximately 2 weeks after paperwork has been submitted.

### Step 1: Add yourself to the HSS ICC agenda

### One week before your proposal date and the Friday before your submit your completed proposal packet, add yourself to the HSS ICC meeting agenda. This does not require you to be present at the meeting, but it does require you to communicate at least 24 hours in advance to either the organization that is sponsoring you or the [Director of Administration](http://doa.hss.icc@gmail.com) to add you to the agenda for the following week.

### Step 2: Proposal Packet

* [Allocation Form](http://hss.fullerton.edu/students/icc/icc_pdf/17-18/AllocationRequest%20.pdf)
* [Executive Senate Travel Request](http://hss.fullerton.edu/students/icc/icc_pdf/17-18/ExecSenateTravelRequest.pdf)
* [Delegate Travel Contract](http://hss.fullerton.edu/students/icc/icc_pdf/17-18/delegateContractUpdated.pdf)
* One Support Letter from Department Chair & Club Advisor (wet or electronic signatures)
* Paper Abstract & Proof of Conference Acceptance (if applicable)
* Proof of volunteering (if applicable)
* 3 Hotel Quotes / 3 Airfare Quotes (if applicable)
* 3 Uber / Lyft / Taxi Quotes to and from Conference / Hotel (if applicable)
* [Authorization to Use Privately-Owned/Rented Vehicle](http://hss.fullerton.edu/students/icc/icc_pdf/17-18/AuthorizationToDrivePrivatelyOwnedRentedVehicle.pdf) Form (if applicable)

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## Monday Before Proposing:

* Email electronic packet to Chair, Vice Chair/Treasurer, and DOA by 10:00am on Monday as **one** PDF document.
* Submit physical packet to H&SS Student Success Center (South) located in GH – 211B by 10:00am on Monday.

## Friday of Proposal:

### Step 3: Proposal Presentation

* Propose to council by reviewing your packet and answering questions about the request. Council will vote whether or not to approve request.

## After Conference:

### Step 4: Financial Paperwork

* One-page conference write-up detailing your participation and experience submitted to the Vice Chair/Treasurer with receipts within fourteen (14) days after the conference/travel.
* Submit all Original Receipts to the Vice Chair/Treasurer within fourteen (14) days after the conference/travel.

### Step 5: Check Request

* Check Request Form (done by Vice Chair/Treasurer)

### Step 6: Reimbursement

* Pick Up Check / Check Mailed Out (Mailed by default unless otherwise noted).
* Checks will be ready in the ASI Accounting Office (TSU 2nd floor) on a Friday after 3pm approximately 2 weeks after paperwork is submitted.