Travel Request Proposal Checklist

Tuesday Before Proposing:
- Send e-packet to H&SS ICC Chair / Vice Chair by 10:00am
- Send out abstract to H&SS DOA by 10:00am

Step 1: Proposal Packet
- Blank Checklist
- Executive Senate Travel Request
- Delegate Travel Contract (filled out and returned before trip)
- Support Letter from Department Chair, signed
- Support Letter from Club Advisor, signed
- Paper Abstract & Proof of Conference Acceptance (if applicable)
- 3 Hotel Quotes / 3 Airfare Quotes (if applicable)
- Authorization to Use Privately-Owned/Rented Vehicle Form (if applicable)

Friday of Proposal:
Step 2: Proposal Presentation
- Print out copy of packet and turn in to H&SS ICC DOA
- Propose to council for approval

Monday before Friday that the check is needed:
Step 3: Financial Paperwork
- Standard Agreement Form
- W-9 Form

Tuesday after Financial Paperwork:
Step 4: Check Request
- Check Request Form (done by H&SS ICC Vice Chair)

After Event:
Step 5: Event Evaluation
- Evaluation Form

Proposal Timeline
Step 1: Due Tuesday at 10:00 am prior to Friday’s proposal.
Step 2: Occurs on Friday during the ICC Meeting.
Step 3: Due by the Monday before the Friday check is needed.
Step 4: Due by the Tuesday after financial paperwork is turned in.
Step 5: Due no later than 2 weeks after event.