

## Travel Request Proposal Checklist

### Tuesday Before Proposing:

- Send e-packet to Chair, Vice Chair/Treasurer, and DOA by 10:00am
- Submit physical packet to H&SS Student Success Center at H-112

### Step 1: Proposal Packet

- \_\_\_ Allocation Form
- \_\_\_ Executive Senate Travel Request
- \_\_\_ Delegate Travel Contract
- \_\_\_ One Support Letter from Department Chair & Club Advisor (wet 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 Form (if applicable)

### 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 no later than 2 weeks after conference.
- Step 4: Completed after paperwork is submitted.
- Step 5: Ready approximately 2 weeks after paperwork has been submitted.

### Friday of Proposal:

#### Step 2: Proposal Presentation

- \_\_\_ Propose to council for approval

### After Conference:

#### Step 3: Financial Paperwork

- \_\_\_ Conference Write-Up
- \_\_\_ All Original Receipts

#### Step 4: Check Request

- \_\_\_ Check Request Form (done by Vice Chair/Treasurer)

#### Step 5: Reimbursement

- \_\_\_ Pick Up Check / Check Mailed Out (Mailed by default unless otherwise noted)