# Travel Request Proposal Checklist ICC Logo

**Proposal Timeline**

Step 1: Two weeks before your proposal date

Step 2: Due **Monday at 10 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

**At Least 2 Weeks Before Event:**

**Step 1: Add yourself to the HSS ICC Agenda**

Two weeks before your proposal date and the Friday before you 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

**Monday Before Proposing:**

**Step 2: Proposal Packet**

* Complete the Allocation Request Form. Council representatives must submit this by the 10am Monday deadline no later than one week before the date of the event.
* A complete proposal packet includes:
  + <https://asicsuf.wufoo.com/forms/allocation-request-20222023/>
  + <https://asi.fullerton.edu/wp-content/uploads/Executive-Senate-Travel-Funding-Request.pdf>
  + [Delegate Travel Contract](http://hss.fullerton.edu/students/icc/icc_pdf/17-18/delegateContractUpdated.pdf)
  + [Release of Liability and Assumption of RiskPDF File](https://hr.fullerton.edu/documents/risk-management/releaseofliabilitywriteable.pdf)
  + <https://asi.fullerton.edu/wp-content/uploads/COVID-Travel-Acknowledgement.pdf>
  + One support letter from Department Chair & Club Advisor (electronic signatures fine)
  + Paper Abstract & Proof of Conference Acceptance (if applicable)
  + Proof of volunteering (if applicable)
  + Hotel and Airfare Quotes (3 are needed, if applicable)
  + Transportation Quotes (3 are needed, if applicable)

**Friday of Proposal:**

**Step 3: Proposal Presentation**

* Present to the HSS Inter-Club Council meeting about funds being requested. During this time, review your proposal packet and answer questions about the request. Council will vote whether or not to approve request
* Submit this form if your request is approved: <https://asicsuf.wufoo.com/forms/travel-documents-submission/>

**After Conference:**

**Step 4: Financial Paperwork**

* All of the following need to be submitted on this wufoo form: <https://asicsuf.wufoo.com/forms/reimbursement-payment-request-form-fy2023/> no later than fourteen (14) days after the conference/travel
  + Purchaser contact information
    - Full Name
    - Full Address
    - Phone Number
    - Student Email
    - CWID
  + One-page conference write-up detailing your participation and experience
  + All Original Receipts/Proof of Purchase

**Step 5: Check Request (completed by Vice Chair/Treasurer)**

* Fill this wufoo form out with the receipts and other documents: <https://asicsuf.wufoo.com/forms/reimbursement-payment-request-form-fy2023/>
* Check Request Form will be completed by Vice Chair/Treasurer for student/s who received funds

**Step 6: Reimbursement (completed by ASI Accounting)**

* Checks will be ready to be mailed out approximately 2 weeks after all paperwork is submitted