

STUDENT TRAVEL REQUEST CHECKLIST

All University related travel requires pre- approval. All student travel is contingent upon available allocated or raised funds for the organization and will be approved according to the Student Activities Travel Policy. Students traveling off campus on University business are subject to the standards of behavior set forth in the Clayton State University Student Code of Conduct.

I. Pre-Travel

- Read the full Travel Policy, Section 9 of the Student Organization Business Policies & Procedure Manual.
- A Student Request to Travel Form must be submitted by the Advisor or President/Treasurer of the Organization.
 - Travel request **must be submitted at least thirty (30) days prior to the first date of travel OR registration deadline**. Submitting the information in advance will allow for accurate processing and payment of fees that are due. Requests that do not adhere to this policy will not be processed.
 - All students wishing to travel must have a minimum institutional grade point average (GPA) of 2.0.
 - Documents that detail the conference information (i.e., brochures, itineraries, agendas, website print outs, etc.) must be attached to the form.
 - Documentation must be provided that detail the additional costs associated with the trip, such as registration fees, lodging and airfare fees, meals, mileage and/or rental car fees. Quotes from companies are acceptable and will be used in determining the estimated cost of the trip.
 - The Advisor, Assistant Vice President for Student Affairs, and the President/Treasurer of the organization must sign the Student Request to Travel Form.
 - The funds for all travel related expenses (including DMV record checks and Driver's Training Course) must be in the organization's account(s) at least 30 days prior to the first date of travel or registration deadline. Those funds will be frozen for the travel until a) the travel is denied or b) the travel is completed and all expenses have been paid.
- Each student listed as a traveler on the Student Request to Travel Form must fill out and sign a Student Travel Agreement and a Personal Health History, Emergency Contact, & Insurance Information Form.
 - The agreements must be turned in with the Student Request to Travel Form.
 - Students completing and signing the Student Travel Agreement Form are assuming personal financial responsibility for any advance payments even if he/she does not attend the conference.

- Each student that is driving must complete a *Driver & Passenger Information Form* and a *Driver Agreement Form*.
 - The agreements must be turned in with the Student Request to Travel Form.
 - A Department of Motor Vehicles record check will be pulled for each student driver unless they are driving their personal vehicle with no passengers. The cost of the DMV check is the responsibility of the organization and must be included on the Request to Travel form. The cost is \$10 and the record check consent form must be submitted to the Student Affairs Business Office at least 5 business days prior to travel departure.
 - Any student driving a 12 passenger van will be required to complete an online Driver's Training Course. The cost of the Driver's Training Course is the responsibility of the organization and must be included in the Request to Travel form. Contact the Student Affairs Business Office for more information regarding the Driver's Training Course.

- Once the above information is complete, the organization representative must schedule a meeting with Felisha Whitehead at FelishaWhitehead@clayton.edu or at 678-466-5430. It is imperative that all forms are completed accurately, with the supporting documentation attached, as incomplete forms will not be processed.
 - The meeting will outline all payment arrangements (securing payment via credit card, check request, etc.), as well as the due dates for payment.

II. During Travel

- A roster should be obtained at the time of check-in, which details each student attending the conference and the registration payment receipt.

- In order for a student to be reimbursed for out-of-pocket expenses (lodging, meals, airfare (electronic ticket statement), parking, shuttle, taxi, gas or mileage, etc.), the student must fill out a *Travel Reimbursement Request Form*.
 - The **original receipt(s)** must be turned in. Please see the Student Request for Travel form regarding meal limits.
 - Each receipt must have the name of the individual being reimbursed, as well as the Laker ID number.
 - Each receipt should only have reimbursable expenses on it. Do not mix personal purchases with reimbursable purchases on the same transaction.

III. Post –Travel

- All reimbursements must be submitted to Felisha Whitehead in the Student Activities Center Room 201B no later than **ten (10) days after the last date of travel.**
 - All receipts must be taped neatly to a sheet(s) of paper. Be careful not to adhere the tape over any of the print on the receipt, as it the tape can deteriorate the ink. Also do not highlight or write on the receipt, with the exception of your name and Laker ID #.
 - Reimbursement checks will be mailed to the address appearing on the Travel Reimbursement Request Form, unless prior arrangements have been made.
 - It will take a **minimum of ten (10) business days** for all check requests to be processed once all documentation has been received by the Division of Student Affairs.