

## **Student Organization and Student Club Event and Travel Checklists**

The attached Check List is a guideline for student organizations and club use to be able to have a successful event or travel experience. Contact the Student Life Office at your campus to obtain the forms needed for the planned event or travel and/or if you have any questions.

In the event of travel, GPA's of all students will be checked to make sure they meet the travel criteria of the Office of Student Life. The advisor of the organization or club will be notified if any students do not meet the criteria. If the student organization or club has a GPA requirement in the bylaws, please note this with the list of students traveling at time of submission of paperwork.

On day of travel, the advisor is required to call the Office of Student Life at 414.297.7930 to confirm the individuals traveling. If you do not reach an individual, a message may be left on voicemail.

In an emergency, call the Office of Student Life Director at 414.297.6870 for assistance

## Check List for Student Organizations and Clubs Travel

- All information must submitted together at the same time

### Deadlines to submit 30 days before travel

- Prior Approval – All information must be submitted with prior
  - List of Students/Advisor Traveling (with ID#'s for students) – must accompany prior
  - Minutes of Meeting Approving Travel
  - Registration Form – complete with names and cost
  - Conference Agenda/booklet – must accompany prior
  - Hotel Information –
    - Can hold reservation on credit card but do not pay
    - Can hold reservation on p-card, but do not pay until prior approval has been signed
  - Name and location of hotel
  - Cost of room/night
- Transportation Information
  - Air – submit estimate print-out with prior. Do not charge on p-card until prior approval has been signed
  - Bus – get cost estimate, use purchase order.
  - MATC Van – Reserve through Student Life or Athletic Department
  - Transportation costs to and from airport (i.e. taxi, shuttle, train, metro/metra)
- On day of travel, call 414.297.7930 to confirm the number of individuals traveling
- In an emergency, call 414.297.6870 for assistance

## Check List for Student Organizations and Clubs Travel

- If Requesting Matching Funds from the District Student Senate (DSS)
- All information must submitted together at the same time the Monday before the meeting

- Student Fee Funding Application - must accompany prior
- Prior Approval
  - List of Students/Advisor Traveling (with ID#'s for students)
  - Minutes of Meeting Approving Travel
  - Registration Form – complete with names and cost; must accompany prior
  - Conference Agenda/booklet
  - Hotel Information –
    - Can hold reservation on credit card but do not pay
    - Can hold reservation on p-card, but do not pay until prior approval has been signed
  - Name and location of hotel
  - Cost of room/night
- Transportation Information
  - Air – submit estimate print-out with prior. Do not charge on p-card until prior approval has been signed
  - Bus – get cost estimate, use purchase order. Prior needs to be signed
  - MATC Van – Reserve through Student Life or Athletic Department
  - Transportation costs to and from airport (i.e. taxi, shuttle, train, metro/metra)
- Organization/Club Account Balance – (only need current budget)
- On day of travel, call 414.297.7930 to confirm the number of individuals traveling
- In an emergency, call 414.297.6870 for assistance

## **Expense Report Information:**

Expense Report Needs to be Submitted One Week after Travel to the Office of Student Life

Expense Report Must Include (if applicable):

- Prior Approval (Copy of Signed Prior)
- List of Students/Advisor who Traveled
- Registration Form/Receipts
- Hotel Receipts
- Bus Receipts
- Airfare Receipts
- Baggage Fee Receipts
- Gas Receipts (if using MATC Van)
- Copy of Check Requests
- Miscellaneous Receipts
- Taxi, Shuttle, Train, Metro/Metra Receipts
- Per Diem signature sign-off form/sheet for dispersing funds to students
- If fewer students travel than submitted, the club will be required to cover the costs of the students not traveling (this will pertain to funding requests)

## **Check List for Student Organizations and Clubs Events**

All information must be submitted together

Deadlines to submit 30 days before event

- Event Registration Form
- Room Reservation Form
- Supporting Documentation
  - Minutes of Meeting Approving Event
  - Flyer for event if open to all students

## **Check List for Student Organizations and Clubs Events**

If Requesting Funds from the District Student Senate (DSS)

All information must submitted together the Monday before the meeting

- Student Fee Funding Application
- Event Registration Form
- Room Reservation Form
- Supporting Documentation
  - Minutes of Meeting Approving Event
  - Flyer for event if open to all students
- Organization/Club Account Balance – (only need current fiscal year budget)