

MSAP Greek Travel Checklist

AY 2017-2018

Chapter: _____

Trip Destination & Date:

Chapter Officer: _____

Advisor: _____

Request

- Greek Council Fund Request - Date Received: _____ Amount Requested: _____
- Students are Current Enrollment
- Student Activity Release Form for each student
- Student Driver Acknowledgement Statement
- Registration/Renewal Form
- Risk Management Statement
- Student Organization Training
- Good Academic and Conduct Standing

Approved/ Denied

- Greek Council Recommendation/ Date Received: _____
- Director's Approval/Denial - Date Received: _____ Amount Approved: _____
- Email to Greek President and Advisor - Date Sent: _____

Pre Travel Preparations (30 days prior to departure)

- Travel Authorization Request
- McNally Mileage Calculator Printout at \$0.25
- Supporting Documentation: Hotel, flight, other expense receipts
- Student/Group Travel Form
- Student Travel Profile (if airfare is purchased by the Travel Office)
- Travel by Private Vehicle Student Activity Release (For every trip)
- If Advisor is attending, Class Arrangement for Approved Faculty Absence
- Student/Group Travel Form & List (Signed by Dr. Flores, sent to UPD) Date Sent: _____
- Send Pre Travel Packet to Travel Office - Date Sent: _____
- Request a copy of the approved TAR-Date Received: _____

Post Travel Paperwork (within 15 days of returning)

- Deposit Unused funds Amount Returned: _____
- Student Expense Report
- Original Receipts for expenses
- Travel Allowance Form (Per Diem per meals at \$30 per student)
- Reimbursement Form
- Report of any Accident: _____
- Review for accuracy, make a copy for records
- Completed travel packet delivered to Travel Office - Date Sent: _____

Notes:

I understand that Greek Life Funding is primarily intended for endeavors that contribute to the leadership or professional development of student organization members. My Chapter will contribute to ASU by participating in all Greek Life and Multicultural & Student Activities Programs. There we will engage in creative ways to share the knowledge we have gained with our ASU community.



Student Signature & Date