

**University of Houston-Victoria
Office of Student Activities and Services**

CLUB PRESIDENT'S CHECKLIST FOR STUDENT TRAVEL

Be sure the following steps are followed before making travel arrangements such as hotel, airfare, etc.

Organization Name: _____

Name of Traveler: _____

Phone Number & E-mail Address: _____

_____ E-mail from the club president, or other school official, that travel has been approved for club member(s) to attend. The e-mail must state the name of the traveler and what portion of travel expenses the club will pay. Send the e-mail to the Student Services Generalist.

_____ The student has received a copy of the Release and Indemnification Agreement for Adult Students form to complete. The form can be obtained from the Office of Student Activities and Services or is available at their website at: <http://www.uhv.edu/fin/forms/OGC-S-98-20.pdf>. This form must be completed by the student, signed, witnessed, and attached to the Travel Request form (see next step).

_____ The Travel Request form has been completed, approved, and sent to the Student Services Generalist at least one month prior to the first date of travel. Include a signed copy of the Release and Indemnification Agreement for Adult Students to the travel request. The form can be obtained from the Student Services Office or is available at their website at: <http://www.uhv.edu/fin/forms/travelrequest.xls>

_____ The Individual Setup Form has been completed. This form is needed to create a "Vendor I.D." number which enables the university to process reimbursements. The form can be obtained from the Office of Student Activities and Services or at their website: <http://www.uh.edu/finance/Forms/Individual%20Setup%20Form.pdf> .)

_____ Remind the student to save and turn in all original receipts of all allowable travel. (Ex: airline ticket, conference registration fee receipt, hotel bill, etc.)

Once all of the above steps have been completed, please bring this form (and all completed documents) to Office of Student Activities and Services for processing.

(OSAS Checklist – Do not write below this line.)

_____ The Individual Setup Form was submitted to Finance (Date: _____)

_____ Registration for conference submitted. (Date: _____)

_____ Registration fee paid by: (circle one) Procard Purchase Voucher

_____ Hotel reservations made (Date: _____)

_____ Plane reservations made (Date: _____)

_____ Hotel Authorization Form completed and sent to Finance (Date: _____)