

**University of Houston-Victoria
Student Life & 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 Student Life & Services office or 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 Life & 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 Student Life & Services office or at <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 Student Life & Services for processing.

(SL&S 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 faxed to hotel (Date: _____)