



# STUDENT TRAVEL

# PLANNING CHECKLIST

Students must attend a meeting with their faculty, advisor, or HMU staff to request travel approval. Before the meeting, please gather all the information below.



## ORGANIZATION INFO

- Organization name
- Primary contact name
- Primary contact email
- Primary contact phone number
- Advisor name and e-mail

## TRIP INFO

- Name of event attending
- Purpose of travel
- Destination (city & state)
- Travel dates
- Transportation method

## TRAVELER INFO

- First and last name
- BSU e-mail address
- Phone number
- Emergency contact name
- Emergency contact phone number
- Identify drivers on the roster
- Ensure all drivers have completed the University Vehicle Use Agreement (Driver Approval) process before travel

## ESTIMATED COSTS

- Registration fees
- Lodging
- Transportation including parking
- Meals
- Excursion entry fees
- Cost center(s) to be charged
- Estimated amount for each funding source

## SAFAC FUNDING

- Have you applied for SAFAC funding in BeaverLink?