STUDENT TRAVEL FUNDING
RECIPIENT CHECKLIST: INDIVIDUAL

Individual’s Name (please print) __________________________________________
Trip Destination (City, State, Country) ______________________________________

Please initial each task as you complete it. Once all tasks have been completed, sign and date this form and turn it in to the Office of Student Affairs and Enrollment Management.

BEFORE THE TRIP

_____ Review of the Office of Student Affairs and Enrollment Management Student Travel Funding Guidelines

_____ Submit a Student Travel Request Form

_____ Complete a 5-minute Presentation at a Student Travel Funding Allocation Committee Meeting

_____ OSAEM Paperwork (to be turned in to the IPFW Business Office, Kettler G54)
   _____ Individual Student Travel Funding Award Contract
   _____ Payee Certification

Once processing is completed, Individual Student Travel Funding Award checks are mailed to the individual’s home address or distributed via Direct Deposit if the individual is a university employee. It is the individual’s responsibility to ensure address information and/or Direct Deposit information on record with the university is accurate.

AFTER THE TRIP

_____ OSAEM Paperwork (to be turned in to the IPFW Business Office, Kettler G54)
   _____ Student Travel Funding Assessment Form
   _____ Cash Advance Reconciliation

_____ Submit ALL Receipts (to be turned in to the IPFW Business Office, Kettler G54)
   _____ Certification for Missing Receipt (if needed)

_____ Presentation to Share Trip Knowledge with IPFW
   _____ Title of Presentation: _____________________________________________
   _____ Date and Time of Presentation: ________________________________

I attest that all required tasks on this checklist are completed to the best of my ability. I understand that failure to provide accurate information or failure to complete all required tasks may result in a delay or cancellation of funding as well as Funding Probation for up to two calendar years.

__________________________________  _______________
Signature                                    Date