STUDENT TRAVEL FUNDING
RECIPIENT CHECKLIST: STUDENT ORGANIZATION

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

_____ Student Life Forms (to be turned in to the Student Life Office, Walb 210)

- Event Planning and Scheduling Form
- Organization Trip Form
- Waiver, Release, and Hold Harmless Agreement
- Trip Itinerary

IF NEEDED:

- Request for Driver Authorization (if driving)
- Driver Self-Assessment (if driving locally)

OPTIONAL:

- International Trip Insurance
- Trip Insurance

Once processing is completed, Student Organization Student Travel Funding Award checks can be picked up by the contact person from the BURSAR Office. *Please indicate that the check is for “Travel.”

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: ________________________________

- Student Organization Student Travel Funding Recipient Checklist

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.

__________________________________  ________________________________  _______________
Full Name (please print)  Signature  Date