**CLUB ADVISOR TRAVEL CHECKLIST**

**(All forms located on Blackboard)**

**Three weeks prior:**

* Travel Request Form OR email from direct supervisor for in state travel. Travel Request Form required for out of state travel (instructions provided on top of form)
* Club Funding – Trip/Conference Form
* One Field Trip Form per trip (signed by Assoc. Dean or Dept. Head) Out of state must be signed by Dean
* Conference Agenda
* Release of Liability for every chaperone and student (trip specific)
* Code of Conduct for every student for each trip (trip specific)
* Vehicle rental approval – email from Assoc. Dean and Dean acceptable

**All above documentation is to be submitted in one complete packet to Janet Rake in Student Life, Room C-121. Individual forms will not be processed until all required documentation has been received.**

**Post travel:**

* Completed WCTC Employee Expense Report Signed by Advisor and Assoc. Dean (must be signed by Dean if out of state) – **Use current template, July 1, 2018 found under Resources > Forms on Portal**. All travel expenses are required to be reconciled whether prepaid or out of pocket. Only employee expenses are reflected on the expense report. Do not include any expenses that were paid for students.
* **Copy** of Travel Request Form OR email from direct supervisor, Field Trip Form and Conference Agenda from above submission prior to travel.
* All supporting receipts – original receipts are to be submitted whenever possible (exception is when the original accompanies your USBank Stmt) Hotel receipts need to be original detailed receipts, not pre-booked confirmation. We are tax exempt in the State of Wisconsin. Additional Tax Exempt documentation for other states can be found by going to the WCTC Portal, Resources > Departments > Financial Accounting. Remember to use the Sales And Use Tax Certificate of Exempt Status (Blackboard).
* If travel involves more than one advisor, each Expense Report must have all supporting documentation attached at time of submission to Student Development. One set of supporting documentation will not suffice for multiple Expense Reports. If additional copies need to be made, club account will be charged.