

LCCC Student Life Travel Checklist

(440) 366-4036 or sloffice@lorainccc.edu

The Purpose of the Checklist is to help clubs make sure that all the proper forms and approvals have been met.

| Section A. Sponsor Information | | |
|--|--|-------------|
| Student Club/ Organization | | |
| Individuals Responsible for the Travel | Name | Email |
| | Position | Phone |
| | Lead LCCC Staff/Faculty attending | Email |
| | Position | Phone |
| Section B. Travel Information | | |
| Name of Travel | | |
| Type of Travel | <input type="checkbox"/> Local <input type="checkbox"/> In State <input type="checkbox"/> Out of State | |
| Pre Approval | | |
| Travel Request Form | | Date |
| Copy of Itinerary for Trip | | |
| Final Budget and Cost of the Trip | | |
| Pre Travel | | |
| Travel Approval and Expense Report | | Date |
| Waiver Forms for all participants | | |
| Emergency Information Forms for all participants | | |
| Conduct Agreement Form | | |
| Conference Commitment Form | | |
| Post Travel | | |
| Written Report turned in | | Date |
| Verbal Report given | | |
| Additional needs: | | |