



Student Travel Checklist

- Meet with Event Consultant in CAP three weeks prior to departure:
(meeting date deadline) __ / __ / __
- Establish travel funding sources
 - SGA: (Date Approved) __ / __ / __
 - GSA: (Date Approved) __ / __ / __
 - Student Group Fundraising Acct
 - Any other departments:
 - _____
 - _____
 - (all funding sources must be on ONE TRV-1 form)
- Paperwork needed per person:
 - TRV-1 Form (Travel Authorization/Expense Report)
<https://acb.uncg.edu/forms/>
 - TRV-S Form (Student Non-Employee Travel Agreement)
<https://acb.uncg.edu/forms/>
 - Release Agreement for Voluntary University Travel
https://generalcounsel.uncg.edu/wp-content/uploads/sites/7/2016/12/voluntary_travel.pdf
 - Student Group Travel Agreement
https://docs.google.com/document/d/1_Fie1AonxMcLUeSIQxfln1orYDa37IEiOR-MWPiSTF4/edit?usp=sharing
- Paperwork due back to Business Manager within one week of return:
(date paperwork due) __ / __ / __
- Additional items to include with paperwork:
 - Original Itemized Receipts
 - Must have YOUR name on them
 - Cannot be a picture of a receipt
 - Agenda/Schedule from Conference
 - Hotel Folio (itemized hotel receipt)
 - NRA-00 form (if non resident)