For any questions related to travel please contact ASUN Accounting at Accounting@lists.asun.unr.edu or 775-682-5408

Central Station
Accounting Office for Clubs and Organizations
Checklist for Club Travel

Paperwork marked with a * is found on the Center for Student Engagement forms page, under the “Travel” header. https://www.unr.edu/student-engagement/forms-policies-data/forms.

The following documentation must be submitted as a packet to the Central Station office at least 10-15 business days prior to your trip. This documentation is required even if your trip is 100% funded by your club.

☐ *Travel Request
  ➢ Any club member can submit a Travel Request, and only one club member needs to submit one for each trip.
  ➢ Please type all information and sign the bottom. Further information on how to fill out the travel request can be found on The “ASUN Travel Paperwork guide”

☐ Roster
  ➢ A typed list of all club members attending your trip must be included. Please include first and last name.

☐ Estimate of plane tickets, bus tickets or map of route
  ➢ This attachment will depend on your method of travel. If you are driving, a screenshot of the Google Maps route is ideal, showing how many miles you are traveling and the destination and starting point.
    ○ Note: if clubs are driving more than 400 miles each way, special permission must be granted.
  ➢ A quote of bus tickets and a screenshot of the plane ticket prices will satisfy that requirement.

☐ Estimate of Hotel/Lodging
  ➢ A screenshot of the hotel/lodging information with the rate per night, address, and name of hotel.

☐ Agenda/Itinerary
  ➢ A conference itinerary must be attached if applicable. If an official itinerary is not provided, or does not exist, a typed agenda of your trip must be attached. This includes things like when you are leaving, approximately what you are doing on a Per hour basis, and when you are returning.

☐ *Travel Information Report

☐ *Personal Driver Checklist
  ➢ Personal Driver Checklist is only required if club is driving with personal vehicles. Each driver must fill out the form.

☐ Registration
  ➢ A screenshot of registration information and what is included, or, a receipt of the registration if you have purchased it personally must be attached.
    ○ Note: If you are paying registration with a University credit card the cost CANNOT include lodging unless you are staying on another college campus.

*TRAVEL CLAIM: A travel claim must be turned in at MOST 10 business days after you return from your trip. Even if you do not want to seek reimbursement after your trip, a zero travel claim must be turned in.

TRAVEL REIMBURSEMENT: If a club plans to seek reimbursement after they travel, members seeking reimbursement must be signed up on the Supplier Registration System. (Suppliers.nevada.edu/lite)