Central Station
The Accounting Office for Clubs and Organizations

Check sheet for Club Travel

☐ Is the document typed, traveler’s email next to name.

☐ Is there an Employee ID No.

☐ Is the form signed by the traveler

☐ Agenda/Summary of events for those days are attached to the document

☐ Estimate of Lodging, Plane Tickets, Gas

☐ Google Maps – If you are driving to destination,

   *Clubs and Organizations are not allowed to drive over 400 miles each way to their destination

☐ Roster of club/organization members who are going (clubs only)

FOR OFFICE USE:

*Travel request number is needed on every request

**Timestamp the travel request when it is turned into the central station office