

## Student Organization Trip Planning Checklist

<i>Task</i>	<i>Completion Date</i>
Complete and submit Funding and Transaction Forms through OwlNet	
Participant List Submitted	
Liability Forms complete for all participants	
Medical Forms complete for all participants	
Lodging reservations made (if applicable)	
Personal Vehicle Forms Completed (if traveling in personal vehicles)	
Rental Vehicle Reserved (if renting a vehicle)	
Travel Packet picked up from Student Involvement Office	
Return Rental Vehicle Check-List to Student Involvement Office	
Return itemized receipts with P-Card to Janet Stevenson	
Return EZPasses to Student Involvement Office (if applicable)	