

Student Group Pre-Travel Checklist:

- Department Application/Worksheet
 Advisor Approval
- Copies of other applications or award letters showing amount awarded
 Dean's Office application and/or letter*
 Vice President for Research's Office application and/or letter*
 Other (ASNAU, International Office, etc.)
- Academic Institutional Excuse Form
 Alphabetically lists names of all students attending
- Student Team/Group List of Names & ID #'s of all students attending
- Traveler Certification Form
 (to be completed by student responsible for handling group's reimbursement)
- Group Budget Sheet Summary (Excel format)
 Shows breakdown of cost per person
- Conference Registration Receipt
 Fee per student
 Institution/Group Fee
 Shows what is included with registration (meals, other fees, etc.)
- Preliminary Conference Information
 Location, Dates, Hotel Rate, Registration Fees
 (submit a brochure or print out pages from the website)
- Hotel reservation confirmation (showing room rate & number of rooms)
- Mileage
 Justification/comparisons to airfare if driving out of state
 Mapquest printout showing miles roundtrip & mileage estimate
 - OR -
 Gas Receipts estimate (if funding too limited for mileage)
 For each student driver:
 Signed Student Responsibilities Contract
 Driver's License # _____
 License Plate # _____
- NAU Vehicle(s) reserved through Transportation Services
 Approval obtained from Department Chair & Travel Liaison
- Airline Receipt/Itinerary
 2 comparison sources for business travel
 comparisons printed out at least 21 days in advance
- Meals Estimate/Meal Money Form, if funding allows

* = Some funding sources require a post-travel summary letter of your experience.