



Travel Request Proposal Checklist

Proposal Timeline

- Step 1: Two weeks before your proposal date
- Step 2: Due **Monday at 10 AM** prior to Friday's Proposal
- Step 3: Occurs on Friday during the ICC Meeting
- Step 4: Due no later than 2 weeks after conference

At Least 2 Weeks Before Event:

Step 1: Add yourself to the HSS ICC Agenda

Two weeks before your proposal date and the Friday before you submit your completed proposal packet, add yourself to the HSS ICC meeting agenda. This does not require you to be present at the meeting, but it does require you to communicate at least 24 hours in advance to either the organization that is sponsoring you or the [Director of Administration](#) to add you to the agenda for the following week

Monday Before Proposing:

Step 2: Proposal Packet

- Complete the Allocation Request Form. Council representatives must submit this by the 10am Monday deadline no later than one week before the date of the event.
- A complete proposal packet includes:
 - <https://asicsuf.wufoo.com/forms/asi-executive-senate-allocation-request-2324>
 - [Executive Senate Travel Request](#)
 - [Delegate Contract and Liability Waiver](#)
 - [Release of Liability and Assumption of Risk](#)
 - [COVID Travel Acknowledgement](#)
 - One support letter from Department Chair & Club Advisor (electronic signatures will suffice)
 - Paper Abstract & Proof of Conference Acceptance (if applicable)
 - Proof of volunteering (if applicable)
 - Hotel and Airfare Quotes (3 are needed, if applicable)
 - Transportation Quotes (3 are needed, if applicable)

Friday of Proposal:

Step 3: Proposal Presentation

- Present to the HSS Inter-Club Council meeting about funds being requested. During this time, review your proposal packet and answer questions about the request. Council will vote whether or not to approve request
- Submit "Travel Documents Submission" form once approved (will be sent through email once proposal has been approved)

After Conference:

Step 4: Financial Paperwork

- All of the following need to be submitted on this wufoo form: <https://asicsuf.wufoo.com/forms/asi-executive-senate-reimbursement-request-2324> no later than fourteen (14) days after the conference/travel
 - Purchaser contact information
 - Full Name
 - Full Address
 - Phone Number
 - Student Email
 - CWID
 - One-page conference write-up detailing your participation and experience (350 words)
 - Roster with all students that traveled including names, mailing addresses, CWID, phone number, and email
 - All Original Receipts/Proof of Purchase
 - Flight receipts and boarding passes

- Hotel folios

Step 5: Check Request (completed by Vice Chair/Treasurer)

- Fill out the Reimbursement Payment Request Form with the receipts and other necessary documents.
- Check Request Form will be completed by Vice Chair/Treasurer for student/s who received funds.

Step 6: Reimbursement (completed by ASI Accounting)

- Checks will be ready to be mailed out approximately 2 weeks after all paperwork is submitted