

## Club Travel:

Be advised that if your club wants to travel certain things need to be accomplished beforehand. Firstly, an ERF needs to be completed and submitted for approval indicating the event, dates & location, as well as who will be traveling. **This should be done several weeks prior to the trip.** Each student wishing to travel needs to complete a non-employee traveler profile creation request form (see Tim and he will email it to you). This form needs to be completed online and emailed to Tim. Again, both the ERF and the non-employee forms need to be completed several weeks ahead of time. Travel waivers are also required. These will be emailed to you – please provide email addresses for all travelers. These must be completed well in advance of travel.

***The travel department requires a syllabus of the event you are attending. This is because a syllabus would indicate which meals are provided. Travel will not process the travel request without it.***

Upon return a TER, travel expense report, needs to be completed. This needs to be done within 3 days of return. Turn in all receipts to Tim so he may do this. Receipts are NOT required for food – the state pays a standard per diem. Receipts are required for all other expenses being claimed – airfare, lodging, transportation, registration, etc. Basically everything except food.

You should work closely with your club advisor regarding travel. Chances are they have been trained in the new travel procedures. If you have questions call Tim at 873-4569.