

## **Academic Teams: Trip Leader Checklist**

### **6 Weeks to 1 Month From Competition**

- Oversee Completion of Competition Agreement - all traveling team members
- Schedule a Meeting with SAO
  1. Registration fees
  2. Hotel
  3. Transportation
    - a. Team Roster Spreadsheet (if flying) - trip leader

### **2 Weeks Out**

- Oversee Completion of Travel Paperwork
  1. Trip Leader Form (for competition) - trip leader
  2. Student Travel Waiver (for competition) - all traveling team members
  3. Fleet Vehicle Reservation (if needed) - trip leader, only if a campus driver
  4. Enterprise Pick Up and Drop Off (if needed)
    - a. Trip Leader Forms - one team member in charge of Enterprise vehicles
    - b. Student Travel Waivers - everyone traveling on Enterprise vehicle trips

### **1 Week Out**

- Check in with SAO
  1. All paperwork completed
  2. Meal budget

### **During Trip**

- Tell the front desk at the hotel to charge the card on file
- Collect itemized receipts - hotel, food, gas, Uber
- Make sure to get hotel receipt upon check out

### **Post Trip**

- Submit reimbursements via Workday