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