Class Trip Checklist and Other Things to Consider...

- Are we starting the funding request process soon enough?

- Who is the Student Coordinator for the trip?

- Who all from our program are going?

- When are we going?

- If it is an overnight trip, where are we staying? Does the hotel accept purchase orders?

- What are deadlines are there before the event, e.g. are registration fees due in advance?

- How are we getting there?

- What are our total travel expenses?

- Which travel expenses do we want ASBTC to fund?

- Do we need student travel authorization forms?

It is never too early to start planning.