

ASBTC

Associated Students of Bellingham Technical College

Striving for Student Success

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Class Trip Checklist and Other Things to Consider...

It is never too early to start planning.
Do we need student travel authorization forms?
Which travel expenses do we want ASBTC to fund?
What are our total travel expenses?
How are we getting there?
What are deadlines are there before the event, e.g. are registration fees due in advance?
If it is an overnight trip, where are we staying? Does the hotel accept purchase orders?
When are we going?
Who all from our program are going?
Who is the Student Coordinator for the trip?
Are we starting the funding request process soon enough?

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