



# ASBTC

Associated Students of Bellingham Technical College

*Striving for Student Success*

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## 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.***