Trip Forms:

Attending a conference is a great opportunity for personal growth and professional development. While we would like everyone to have the opportunity to attend a conference it is the one area where we have consistently seen student organizations misuse student activity funds and find themselves unprepared for the conference. In order to help you make the best decisions of whether to attend and if so how many people please fill out this form and set up a meeting with Brooke Vaughan, Director of Student Activities (x1419) to discuss.

Organization: ___________________ Student contact ___________________

Trip: ___________________ Location: _______________ Dates: __________

Attendees:

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<th>Name</th>
<th>Position</th>
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Costs: Amount Payment Type

| Registration: |  |
| Travel:       |  |
| Lodging       |  |
| Food:         |  |
| Incidental:   |  |
| TOTAL         |  |

Travel plans:
Purpose of your attendance:

How do you plan on sharing the information you learn from the campus with the rest of your organization, the broader campus, and Sewanee community?

Advisor Signature __________________________ Print Name __________________________

(By signing this you are acknowledging that you have discussed all the details of the conference and approve the use of funds for the conference.)

*Turn into the Office of Student Activities at least a month prior to the conference.*
In order to make your trip run smoothly we put together some helpful handout.

Questions to ask yourself when planning for a trip:

Transportation:
How are you getting there (van, cars, bus, airplane)? Need to reserve or rent a van? Purchase airline tickets? How are you going to pay for them?
Will you ever need cash for a taxi or shuttle from/to an airport
Don’t forget about tip money.

Lodging:
How are you reserving the room, paying for it (university check, credit card) don’t forget there are room taxes and incidentals for phone calls.

Food:
Are meals covered by the conference registration?
What about meals while traveling?
Make sure to get a cash advance (week before you leave) if you need money for food.

Misc:
Make sure your contact the Dean of the College with the purpose and dates of the trip and furnish the office with a list of attendees if missing classes.
Each student must individually notify their professors and work out classes missed.
Leave a list of attendees with your advisor and the Student Activities Office as well.

Trip Tips:
☐ Plan ahead and you can get checks cut from your student account to pay for registration, and hotel accommodations rather than use a personal credit card or check.
☐ Leave a list of attendees with your advisor and the Student Activities Office
☐ Make sure someone has a personal credit card for emergencies
☐ Take important phone numbers with you (Sewanee Police, advisor, etc.)
☐ Have some extra cash in case you need it.
☐ Make sure someone has a cell phone (if possible).
☐ Make sure you tell your parents where you are going.
☐ Make sure you leave your itinerary and a phone number of where you can be reached with your roommate.
☐ Take all conference forms, registration materials, confirmation #’s etc with you.
☐ Make sure you have all hotel and travel information needed (maps, directions, etc)