

**Pensacola State College  
Pre-Travel Checklist**

**2 months out:**

- Determine due date of early-bird conference registration/admission fees.
- Determine trip destination and dates.
- Decide budget – registration, lodging, meals, transportation - including tolls & gas.
- Determine who will serve as Travel Advisor (may be a different person than the Advisor.)
- Decide number of students who are able to participate.
- Decide transportation method (rental car, van, bus, train, airplane, etc.).
- Begin “advertising” to students (if applicable).

**4 weeks out OR SOONER:**

- Complete Travel Packet, including all required signatures.
- Forms include: Travel Request Form, Travel Funds Request Worksheet, Meal Allotment Form, Emergency Contact Information, and Participant Release Form and Code of the Road forms.
- Meet with the Pensacola Campus Coordinator of Student Leadership & Activities to review Travel Packet.
- Submit completed Travel Packet to the Pensacola Campus Coordinator of Student Leadership & Activities.
- Schedule a post-travel meeting with the Pensacola Campus Coordinator of Student Leadership & Activities to review the Student Trip Report and submit all travel receipts.

**1 week out:**

- Confirm transportation reservations.
- Advisor should hold pre-travel group meeting.
- Review conference agenda or trip itinerary.
- Explain travel rules.
- Set meeting time and departure time.
- Review packing list and attire for trip.

**2 days out:**

- Pick up advance check from Comptroller’s Office (if applicable – meals, registration, hotel, etc.).

**Day of trip:**

- Pick up rental car/van (if applicable).

**Week after trip:**

- Turn in undistributed cash from meal advance to the Cashier Office within 3 business days of trip for no-show students.
- Meet with the Pensacola Campus Coordinator of Student Leadership & Activities at previously set time to review Student Post-Travel Trip Report. Be sure to bring all original receipts, plane ticket stubs, meal allotment forms, etc. with you to turn in for reimbursement.

**Pensacola State College  
Travel Request Form**

Travel Advisor Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Campus Address: Bldg./Room \_\_\_\_\_ Extension \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Organization: \_\_\_\_\_

Destination: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

Origin: \_\_\_\_\_ Time a.m./p.m. \_\_\_\_\_ Departure Date \_\_\_\_\_

Destination: \_\_\_\_\_ Time a.m./p.m. \_\_\_\_\_ Return Date \_\_\_\_\_

Purpose: \_\_\_\_\_

Other Staff Attending: \_\_\_\_\_

Comments: \_\_\_\_\_

**Only currently enrolled Pensacola State College students in good standing are allowed to travel.**

Name	ID#	Name	ID#
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**I understand Pensacola State College's policies on student travel and agree to adhere to them.**

\_\_\_\_\_  
Advisor Signature Date

**Approvals:**

\_\_\_\_\_  
Coordinator, Student Leadership & Activities Date

\_\_\_\_\_  
Director, Student Affairs Date

## Pensacola State College Travel Funds Request Worksheet

Organization \_\_\_\_\_

Destination \_\_\_\_\_

**TRANSPORTATION EXPENSES:**

Rental Vehicle Cost Total \$ \_\_\_\_\_

Tolls and Parking Fees Total \$ \_\_\_\_\_

Charter Bus Total \$ \_\_\_\_\_

Airfare - \_\_\_\_\_ travelers x \$ \_\_\_\_\_ cost per ticket = Total \$ \_\_\_\_\_

**REGISTRATION/ENTRY FEES:**

\_\_\_\_\_ students x \$ \_\_\_\_\_ cost per student = Total \$ \_\_\_\_\_

\_\_\_\_\_ advisors x \$ \_\_\_\_\_ cost per advisor = Total \$ \_\_\_\_\_

**MEAL EXPENSES:**

*Do not calculate meals that are included in the cost of the registration, hotel, or airfare.*

Maximum meal allowance: Breakfast \$6 (6-8 a.m.), Lunch \$11 (12-2 p.m.), Dinner \$19 (6-8 p.m.).

\_\_\_\_\_ Breakfast(s) x \$ \_\_\_\_\_ x \_\_\_\_\_ travelers = \$ \_\_\_\_\_

\_\_\_\_\_ Lunch(es) x \$ \_\_\_\_\_ x \_\_\_\_\_ travelers = \$ \_\_\_\_\_

\_\_\_\_\_ Dinner(s) x \$ \_\_\_\_\_ x \_\_\_\_\_ travelers = \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

**HOTEL EXPENSES:**

\_\_\_\_\_ rooms x \$ \_\_\_\_\_ per night x \_\_\_\_\_ nights = Total \$ \_\_\_\_\_

1 room for bus driver x \$ \_\_\_\_\_ per night x \_\_\_\_\_ nights = Total \$ \_\_\_\_\_

**MISCELLANEOUS EXPENSES:**

OTHER (explain) \_\_\_\_\_ Total \$ \_\_\_\_\_

OTHER (explain) \_\_\_\_\_ Total \$ \_\_\_\_\_

**ESTIMATED TOTAL TRIP COST** Total \$ \_\_\_\_\_

**TOTAL MEAL ADVANCE** Total \$ \_\_\_\_\_

**\*Attach supporting documentation for ALL funds requested.\***

Student Club Officer Signature: \_\_\_\_\_

Club Advisor Signature: \_\_\_\_\_

## Pensacola State College Meal Allotment Form

Name of Group: \_\_\_\_\_

Event/Purpose: \_\_\_\_\_

**MEAL ALLOWANCES**

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**Breakfast:** \$6 travel begins before 6am and extends beyond 8am

**Lunch:** \$11 travel begins before 12pm and extends beyond 2pm

**Dinner:** \$19 travel begins before 6pm and extends beyond 8pm

Each participant must enter their Pensacola State College ID number and sign below. Signature indicates receipt of all funds for (or benefit of) meals as shown.  
Do not sign if you have not received the funds per the rate shown in the Rate Box, or the benefit of the meals as indicated below.

Student/Staff Name	ID Number	Date			Date			Date			Date			Total \$ Received*	Signature <i>(must be in ink)</i>			
		B	L	D	B	L	D	B	L	D	B	L	D			B	L	D

I hereby affirm that this claim is true and correct, that expenses were actually incurred by the undersigned and by those who have signed above as necessary meal expenses for the event or purpose listed above. **I agree to return all unused funds to the Cashier Office within 3 business days following the conclusion of travel.**

\_\_\_\_\_  
Advisor Name (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Extension

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date



**Pensacola State College  
Participant Release Form (Page 1 of 3)**

THE UNDERSIGNED has been advised of certain travel opportunities of requirements associated with his/her enrollment as a student at Pensacola State College. The undersigned desires to participate in such travel opportunities and has agreed to assume any and all risks involved in such travel. The undersigned shall obtain and keep in effect any insurance that he/she deems necessary to cover costs and/or damages arising from illness or injury while participating in such travel opportunities.

The undersigned hereby waives any and all claims that he/she may hereafter have against Pensacola State College, its trustees, officers, employees and agents, for losses or damages that undersigned may sustain while participating in travel activities related to his/her enrollment as a student at Pensacola State College.

If the undersigned should be injured or become ill while participating in travel activities as a student at Pensacola State College, and through physical or mental incapacity, be unable to give his or her informed consent to a medical operation or other medical procedure, if such medical operation or medical procedure be necessary in the opinion of the treating or consulting physician, then, in the event, the undersigned hereby empowers Pensacola State College, or its designated representative, to give such informed consent for and on behalf of the undersigned and to authorize such medical operation and/or medical procedures as the treating or consulting physician deems to be necessary under the circumstances.

The undersigned does further release Pensacola State College, its trustees, officers, employees and agents from any and all liability or claims for losses or damages arising from the exercise of the authority granted herein. The undersigned expressly understands and agrees that Pensacola State College, its trustees, officers, employees and agents assume no liability for any medical treatment rendered to the undersigned.

## Participant Release Form (Page 2 of 3)

### Code of the Road

Congratulations! You've been chosen to travel and represent Pensacola State College because you are a student leader who is committed to making a positive difference for your club/organization. We encourage you to take this opportunity for the best professional and personal experience possible. Take time to have fun and network with others. Representing Pensacola State College at an off-campus event is a privilege. Because you are a formal representative of Pensacola State College, there are certain rights and responsibilities that come with this opportunity. The CODE OF THE ROAD is to be used before, during and after any trip you take on behalf of Pensacola State College.

Provide family members with all pertinent travel information, including conference location, departure/arrival times, and hotel accommodations. You should provide your advisor or instructor with emergency contact information, and any information we might need to know about serious medical conditions.

#### Rights and Responsibilities

You have the...

- Right to become better acquainted with members of your own college
- Right to "network" with other event participants
- Right to enjoy the personal and professional opportunities offered at the off-campus event
- Right to have the respect of peers and advisors
- Right to seek and secure support of peers and advisors
- Right to expect advisors to adhere to the same responsibilities expected of students
- Right to have good, clean fun!
  
- Responsibility to respect others, including hotel roommates, hotel staff and property (Stealing/destruction of hotel property will NOT be tolerated!)
- Responsibility to attend, on time, the workshops, seminars, etc., available at the event
- Responsibility to wear appropriate attire for each activity as adopted/suggested by the event sponsor
- Responsibility to follow college, hotel, state and federal regulations/laws
- Responsibility to stay onsite during the event (unless otherwise advised)
- Responsibility to reside/sleep in hotel accommodations assigned to you
- Responsibility to take reasonable precautions to ensure safety of self and others
- Responsibility to smoke only in designated smoking areas
- Responsibility to abstain from possession and/or consumption of any type of intoxicants between event departure and return times, and to remove yourself from the company of anyone indulging in intoxicants.
- Responsibility to submit a Conference Reflection Form to my advisor no later than one week upon my return.

#### Consequences

- Responsibilities listed above, if violated, may result in disciplinary procedures including (but not limited to) immediate dismissal from the event at your own expense.

