

FSU  **Campus Recreation**
SPORT CLUB COUNCIL **Checklist for traveling to an event**

Pre-Planning

- Pre-Travel Form submitted at least four days prior to departure
- Travel Reimbursement Request (if needed) turned in for each traveler getting reimbursed four days prior to departure
- Private vehicle consent forms turned in for all drivers (if utilizing private vehicles)
- Hotel/overnight arrangements have been made
- Directions to city and event for all drivers
 - ___ Confirm departure time with all members going
 - ___ Confirm directions to hotel/overnight accommodations
 - ___ Confirm start time of event at destination w/host school/site
 - ___ Confirm approximate lengths of time for travel and have planned to avoid traveling at or for extreme hours
- Contact info for:
 - ___ Hotel/overnight accommodations
 - ___ Club that you're competing against/Facility of event or tournament
 - ___ All drivers and that each driver has each others' contact info and travel schedules
 - ___ Emergency contact info for each individual on travel roster
 - ___ Sport club personnel contact info
- Money for trip costs ready
 - ___ Entry fees, gas, hotel, food, vehicle rental, toll roads
- Arrangements made with rental company for any rental vehicles (if applicable)
- Confirm athletic trainer if needed for trip

Before Departure

- All necessary club equipment packed
 - ___ Uniforms, jerseys, balls, helmets, etc
- First aid kit packed
- Vehicles full of gas, have been serviced, and are deemed safe for trip
- All vehicles have cell phones & phone chargers
- Confirm weather conditions on trip route are safe for travel

During Trip & Upon Return

- Keep all receipts from money spent, including tourney/event entry fees
- Collect all equipment and uniforms used on trip
- Within five days of return, complete and turn in Post Travel Expense Report Form along with receipts that club is getting reimbursed for
- Submit Post Travel Results Form within five days of return