

Advisor Checklist for Club Travel

Original TR needs:

If only in Butte/Glenn Counties:

- ☐ Request for Field Trip
- ☐ Participant List
- ☐ Student Waiver/Agreement Packet (one packet is needed per student)
- ☐ Itinerary

If traveling outside of Butte County (as well as items above):

- ☐ Conference or Event Agenda
- ☐ Directions to Hotel and Event from Butte College
 - If using your personal vehicle and getting reimbursed for gas
- ☐ Event Registrations Receipts
- ☐ Hotel Reservations (if applicable)
- ☐ Flight Reservations (if applicable)

If traveling outside of California, you will also need:

- ☐ Board Approval
 - TR must be submitted no later than 7 weeks before travel

Return TR needs:

- ☐ Hotel Receipts
- ☐ Rental Car Receipts
- ☐ Taxi / Parking Receipts
- ☐ Cash for Meal Advance

***If you are using Club Funds you need Club Minutes approving the use of funds.**

- ☐ Amount to spend needs to be present on the minutes