

Student Government Association

Academic Travel Fund

Pre-trip Checklist

Submit the following documentation **30 days prior to trip***:

- Completed [application](#)†
- Unofficial transcript from [Webstar](#) showing cumulative GPA and class schedule for current and/or upcoming semester
- Conference details (printed from conference website, brochure, etc.) showing conference name, date, location, registration cost, and conference hotel info
- Paid registration receipt and copy of completed registration form
- Supporting documentation, depending on mode of travel:
 - If by air, submit paid itinerary (must book through [Shorts Travel](#))
 - If by car, submit a [driver safety certificate](#), and:
 - If personal car, estimated miles printed from [web](#)
 - If rental car (GAs only), copy of [Enterprise](#) reservations
- Hotel comparison (conference hotel info and identical hotel on [HotelPlanner](#)) and estimated hotel cost on worksheet. **Must use the state authorized travel agency or provide proof that the conference hotel is cheaper.**
- Approved authorization to travel (ONLY if another UNO department is also funding your travel)
- Obtain signatures, depending on purpose of travel, from:
 - If academic, College Dean and Department Head
 - If with a registered campus organization, Organization Advisor and Director of Student Involvement and Leadership
 - If with a Greek organization, Chapter Advisor and Greek Coordinator

*Be sure to count backwards 30 days beginning the day *before* the start date. (If the conference begins July 1: on July 1 there are zero days until the start of the conference, on June 30 there is one day until the start of the conference, etc.)

†Completion of the application **does not** guarantee approval for travel. If approved, an email will be sent to your **UNO email address**.