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].