Club Sports Travel Checklist

Must be completed 1 week before all travel

Have you…

* Met with CS Travel Supervisor to review travel
* Completed the [Concur form](https://cms.ysu.edu/sites/default/files/images/Concur%20Form%20FILLABLE.pdf) for everyone getting reimbursed
* Competed the [Motor Vehicle Record Statement](https://cms.ysu.edu/sites/default/files/images/MVR%20Statement%20FILLABLE_0.pdf) (MVR) for drivers
* Created a list of teams present and emergency contacts
  + Send to CS Staff, Director, VP of Student Affairs and Travel
* Checked if everyone has IMLeagues forms completed:
  + Emergency Medical
  + Assumption of Risk
  + Acknowledgement
* Applied for SGA funding 4 weeks in advance (if needed)
  + For this procedure please see [this document](https://cms.ysu.edu/sites/default/files/images/Club%20Sports%20Travel%20Presentation%202018.pdf)
* Completed and sent the university trip forms to Club Sports:
  + Trip Leader Checklist
  + Travel Authorization
    - Travel Roster
    - Emergency medical forms (print from IMLeagues)
    - Travel authorization for each traveler