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