

CPC Travel Funding Request Checklist

- ✓ Read booklet thoroughly.
- ✓ Complete application and supplemental materials with all required signatures.
- ✓ Turn in ALL completed program application materials to Hurlburt 235 a minimum of **FIVE** weeks prior to domestic travel and **EIGHT** weeks prior to international travel.
- ✓ Applicants must send a knowledgeable representative to the CPC meeting at which their application will be reviewed. Applicants will receive notification from the Graduate Assistant for Programming to inform them of when their application will be reviewed.
- ✓ Check email for the committee's decision within two days of CPC meeting.
- ✓ Meet with the Student Activities Account Manager in Hurlburt 216 to process all paperwork. This step must be done within two business days of approved funding notification. If this deadline is not met, monies will be retracted and the organization will have to reapply for funding.
- ✓ Have a great trip!
- ✓ Turn in all receipts to the Student Activities Account Manager in Hurlburt 216 within three days of the trip. Failure to turn in receipts within the required timeline will disqualify your organization from receiving future funding.