

1

Proposal

1 month prior to travel

Allocation Request Form

Executive Senate Travel Request Form

Describe the event

- What/Where/When/
Duration of conference
- Sessions being held
- Price of Registration
- **Cost Analysis** for lodging/
travel (if requesting
reimbursement for either)
- Determine **Active** or **Non-Active status**

2

Before Departure

10 days prior to travel

***Academic Field Trip Participation List**

Delegate Contract Form

Liability Release Form

Self-driving (Gas Reimbursement)

- Fill out: **Authorization to use Privately Owned/Rental Vehicle Form**
- Complete **Defensive Driver Training** on Titanium
- Provide **Driver's License & Insurance** to the CICC Advisor

3

Post Travel

within 2 weeks of travel

Presentation to CICC

- What did you learn & benefits of attending
- Pictures

Turn *original* receipts in to Vice Chair of Finance

* **Receipts** (write your Name, CWID, phone number, mailing address, and email address on the back of all receipts)

One Page Summary
(minimum of 350 words)

All documents must be turned in to the Vice Chair of Finance finance.cicc@gmail.com at the appropriate times as described above.

Proposal and Post Travel presentation should be sent to dop.cicc@gmail.com and uploaded to Titanium 24hrs before presentation date.