Goin’ somewhere?

Planning any club travel? There are many aspects of student travel and club funds that require administrative coordination and procurement, so as soon as you are even thinking that your club may be traveling (to Anchorage, a convention, the moon) send me an email, stop by to visit, or give me a call!

Here is a general list of things to consider when prepping for club travel:

- List of travelers with full names as they appear on IDs
- Registration?
  - conference, convention, etc
- Flying?
  - requested flights (print screens of desired flight, day, time)
  - full name, date of birth, sex,
  - mileage plan numbers (if applicable)
  - baggage costs
- Hotel?
  - reservation information
  - number of rooms
  - estimated cost
- Ground transportation?
- Per diem?

Remember: If club funds are used for flights, I need to make the purchase using a departmental travel card. Flights cannot be purchased using the student organizations credit card. Hotel stays cannot be paid with the student organizations card, so a Purchase Order will need to be processed in advance.

Travel can be unique to each club, destination and situation, so preparations can vary widely. Contact me as early as possible, at least four weeks before your trip!

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