

UW-Whitewater Club Sports

Travel Checklist

This form is for reference only and does not need to be turned in prior to or after travel

Prior to Travel

- Submit competition/event schedule to administration at the beginning of each semester
- Schedule an appointment with the Assistant Director (well before travel) to review your plans/intentions
 - Does the club have sufficient funds for travel?
 - Is lodging needed?
 - How will the club be traveling? Are members authorized to drive?
 - Does a tournament/entry fee need to be paid?
 - Are there any equipment needs?
 - Are there any other expenses to review?
 - Are class absence request letters needed?
 - Does the Registrar's Office need to verify any roster items?
- Verify waivers and membership rosters are current
- Submit the Club Sports Travel Itinerary and Roster form for final approval
- Verify any lodging confirmations with the Assistant Director and lodging provider

During Travel

- Keep all receipts if there are any reimbursement intentions
- Tag Club Sports social media accounts and keep administrative staff updated
- Contact Club Sports administrative staff in the event of an emergency or other inquiry
- Record all injuries and incidents

After Travel

- Ensure all proper paperwork and forms are turned in
- Report all injuries and incidents to the Assistant Director

Forms Needed and Timeline

- | | | |
|--|--------------------------------|---|
| <input type="checkbox"/> Updated Membership | turn in before travel | update any time |
| <input type="checkbox"/> Participant Waivers | turn in before travel | update any time |
| <input type="checkbox"/> Driver Authorizations | turn in before travel (online) | update at least one week prior to travel |
| <input type="checkbox"/> Travel Itinerary and Roster | turn in before travel | at least 72 hours (possibly earlier) before |
| <input type="checkbox"/> Post-Travel Report | turn in after travel | 48 hours after |
| <input type="checkbox"/> Injuries/Incidents | turn in after travel | as soon as possible |
| <input type="checkbox"/> Proof of Event | turn in after travel | 48 hours after |
| <input type="checkbox"/> Receipts | turn in after travel | 48 hours after |

Reminders and Recommendations

- Club members must have waivers on-file and be on the club membership roster in order to travel
- Clubs may not travel with unauthorized members
- Alumni, friends, family and other "fans" may not travel with a club unless approved ahead-of-time
- Ensure members who intend to drive are properly authorized
- All club members should carry a valid government-issued ID during travel
- All club members are encouraged to carry their personal insurance cards during travel
- The Club Sports credit card WILL NOT travel with clubs
- Club member(s) may need to place a security deposit on lodging rooms using personal cards
- Officers should carry a copy of the State of Wisconsin Tax Exempt Certificate
- Risk Management Officer should have first aid and emergency action plans ready and communicated
- If traveling across state lines, clubs should have toll money ready
- Clubs must have sufficient funds in their account(s) in order for travel and reimbursements to be approved