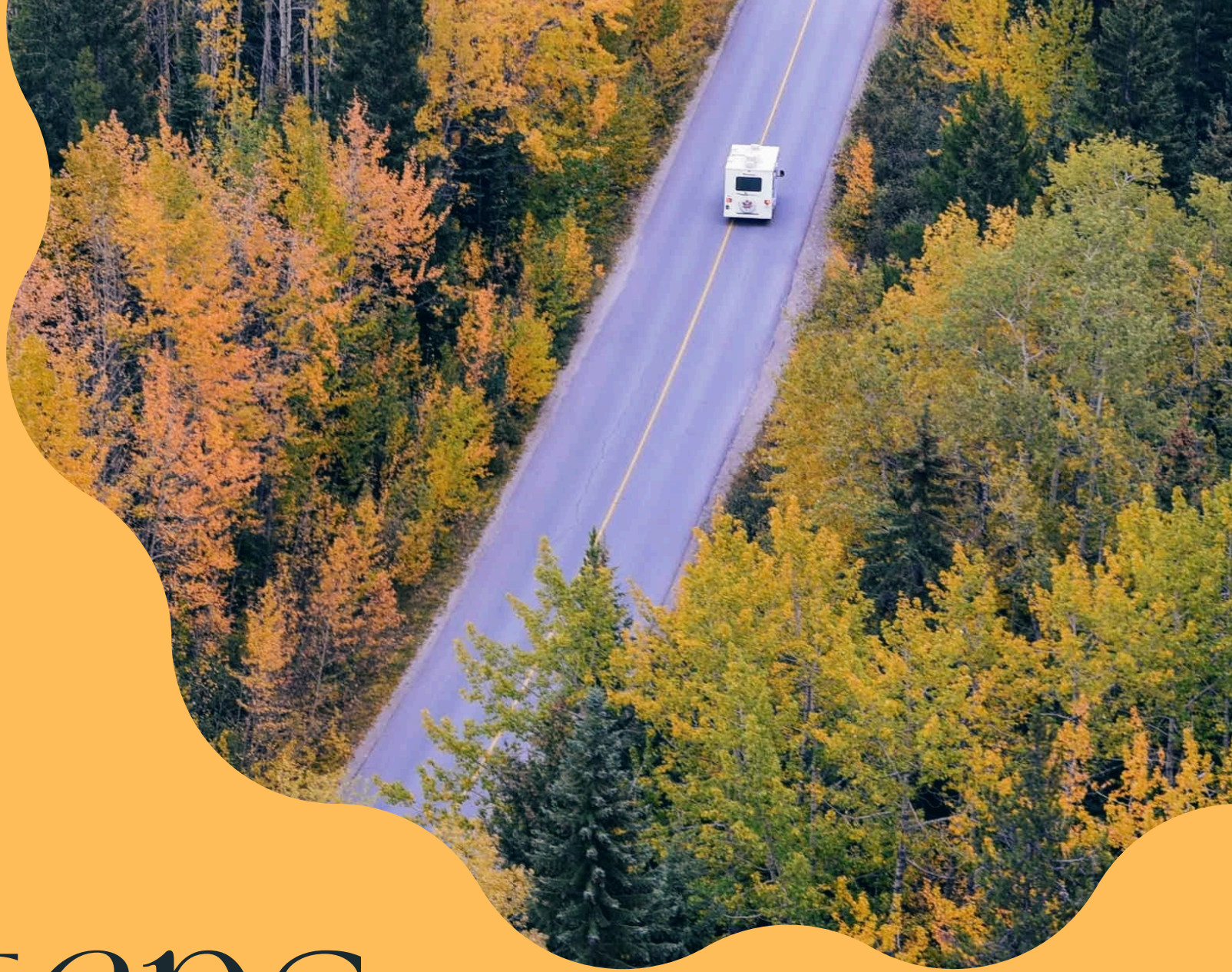




**CSI**

Center for Student Involvement



# Travel Steps

1

Meet with Carly Mengler.

2

Submit a budget request through Wolves Connect and meet with the SGA Finance Committee.

3

Once approved for funding, Carly will submit a travel authorization (TA) for the trip.

A

If this is a club trip, a ticket request must be submitted to obtain the list of students attending.

B

Expenses for the trip cannot be made until the TA is approved by the travel office.

5

Booking all expenses for the trip are made.

- This may require another meeting with Carly to plan accordingly.

6

After the trip, a travel reconciliation form must be completed within 30 days.