

# Music Board

## Tours & Festivals Checklist

Ensemble Name: \_\_\_\_\_

- Disbursement Request
- Invoice (if Reimbursement)
  - Due Date to President: \_\_\_\_\_
- Authorization to Travel Form (for every Student)
  - Due Date to President: \_\_\_\_\_
- Student Liability Form (for every Student)
  - Due Date to President: \_\_\_\_\_

### Travel for Tours & Festivals

1. For any travel outside of Cal Poly Pomona, travel forms must be signed. The forms that are needed are the Authorization to Travel forms for all students and any faculty and the Liability Activity Release form for all students and any faculty.
2. These forms must be completed within a month prior to the event date. It is heavily suggested for you to have your students complete these forms in class to assure that they are completed.
3. Each student must sign an Authorization to Travel form and a Liability Activity Release form. Any student that might be under the age of 18 must also complete the second page of the Liability Activity Release form as soon as possible.
4. If you are requesting reimbursement for mileage then do fill out a Mileage Reimbursement form as well, otherwise this is not necessary.
5. Once you have these documents contact your ensemble representative (click [here](#) to locate your representative if unaware) and have the ready documents for them to pick up, process, and submit to the ASI Business Center.

### Festivals

1. For festivals that are held here at Cal Poly Pomona follow the basic payments guide under the production section to pay for any entry fees that might be required.
2. For festivals that are held outside of Cal Poly Pomona, follow the basic payments guide under the production section and also the travel for tours & festivals section above.