

# Out of State Travel- IRA Checklist

1-  Review that the state is eligible for state funds to travel  
<https://oag.ca.gov/ab1887>

2-  Complete Travel Documents Packet:

[Authorization to Travel Form](#)

[List of Travelers](#)

[Student Estimated Travel Expense Form for 2020](#)

Liability Forms

3-  Submit event reservation request to 25Live

<https://25live.collegenet.com/pro/cpp#!/home/dash>

a. Attach Travel Documents Packet to 25Live reservation request

4-  Submit Travel Documents Packet:

ONE email to 3 addresses, with subject line Out of State Travel Request: (Club Name)

[oslccscheduling@cpp.edu](mailto:oslccscheduling@cpp.edu)

[asifs@cpp.edu](mailto:asifs@cpp.edu)

Advisor

5-  Upload Forms to <https://mybar.cpp.edu/submitter/form/start/507776>

[Student Travel Release Notice](#)

[Release, Hold Harmless and Informed Consent Forms](#)

6- Clubs should review emails for updates, requests for more information, contact with Advisors, final approval, etc.