

## Out of State Travel- Club 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 4 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)
  - [deanofstudents@cpp.edu](mailto:deanofstudents@cpp.edu)
- 5-  Upload the following forms to [Off Campus Event Document Upload Form](#)
  - a. [Student Travel Release Notice](#) &
  - b. [Release, Hold Harmless and Informed Consent Forms](#)
- 6-  Clubs should review emails for updates, requests for more information, contact with Advisors, final approval, etc.