

**Pensacola State College
Post-Travel Checklist**

Week after trip OR SOONER:

- Turn in undistributed cash from meal advance to the Cashier Office within 3 business days of travel for no-show students.
- Meet with the Campus Coordinator of Student Leadership & Activities at previously set time to review Post-Travel Trip Report and Conference Reflection Forms. Be sure to bring:
 - All original receipts
 - Approved Travel Packet including Travel Request Form, Travel Funds Request Worksheet, Meal Allotment Form (with student signatures), Emergency Contact Information, and completed Participant Release Form
 - Post-Travel Trip Report
 - Conference Reflection Forms from students

**Pensacola State College
Post-Travel Trip Report**

Student Club/Organization Name _____ Destination _____

of Students who Attended _____ # of Advisors who Attended _____

Purpose of Travel _____

Time of Departure _____ a.m./p.m. Date of Departure (mm/dd/yy) _____

Time of Return _____ a.m./p.m. Date of Return (mm/dd/yy) _____

EXPENSES:

**Original receipts/documentation required for all expenses listed.*

Meals (Meal Allocation Form required)	\$ _____
Lodging	\$ _____
Registration/Entry Fees	\$ _____
Transportation (Rental Vehicle, Charter Bus, Airfare)	\$ _____
Tolls/Parking Fees/Gasoline	\$ _____
Miscellaneous	\$ _____

TOTAL TRIP EXPENSES \$ _____

Less Amount(s) Advanced

Meals	\$ _____
Hotel	\$ _____
Registration	\$ _____
Other	\$ _____

TOTAL ADVANCED MONIES RECEIVED \$ _____

AMOUNT TO RETURN/DUE TO ADVISOR \$ _____

(Provide receipt from Cashier Office if monies were returned)

I hereby affirm that this trip report is true and correct in every material matter; that expenses were actually incurred by the undersigned as necessary travel expenses in the performance of official duties.

Advisor's Signature

Date

Coordinator, Student Leadership & Activities Signature

Date

**Pensacola State College
Conference Reflection Form**

Student: _____ ID #: _____

Name of Conference/Competition: _____

1. What, if anything, did you feel was the most valuable contribution to your growth as a student leader/club member.

2. What did you “bring home” with you in respect to how other Community College clubs and organizations do things? Include any ideas for future events and activities.

3. Any suggestions as to how the trip could have been better?

4. Do you feel this trip was value added to your career as a student? Why?

Student Signature

Date

Club/Organization Advisor Signature

Date