

## Before you go...

Student will need to fill out the following forms:



Authorization to Travel  
(one per group)



List of Travelers



Release of  
Liability Waivers  
(one per traveler)



Estimated Travel  
Expense Form  
(one per group)



25Live Event  
Registration  
Form



Forms must be  
emailed to  
[asifs@cpp.edu](mailto:asifs@cpp.edu)  
for review.

All items in the "Before you go" section must be completed 10 business days before the trip.

Person of contact on Authorization to Travel form will receive notification if forms were approved/denied along with Travel Authorization Number.

## After your trip...

If individuals need to be reimbursed for travel expenses, the following are needed:

Must be submitted  
within  
**10**  
business  
days of return date.



Itemized receipts



Proof of method  
of payment



Travel Expense Claim  
Form signed by advisor



Submit Disbursement  
Request via OnBase.