

CAMPUS CENTER

ADVISOR WORKSHOP SERIES

You Can Get There From Here
Student Travel

- **One to two months out (depending on the type of trip)**
 - ^ Meeting
 - ^ Procedures
 - ^ Protocol
 - ^ Cost out form

- **Step 2**
 - ^ Request for funds
 - ^ Distribution of funds
 - ^ Club responsibilities
 - ^ Trip payment procedures
 - ^ Credit Cards/checks

- **Step 3**
 - ^ Pre-meeting
 - ^ Forms
 - ^ Advisor's Role
 - ^ Evaluations