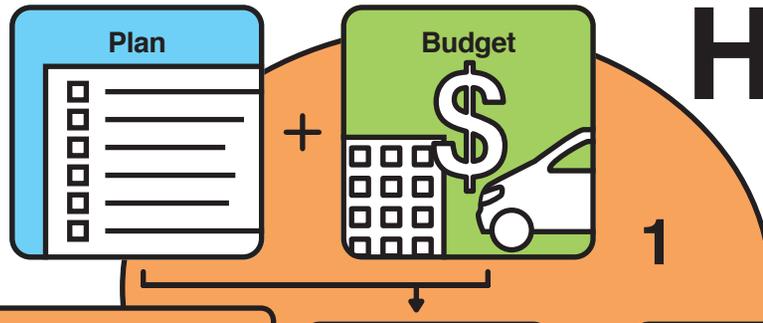
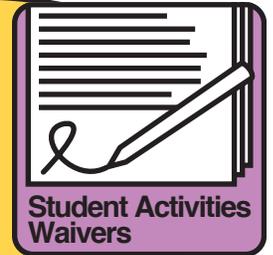
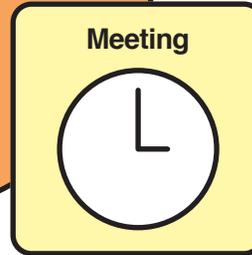


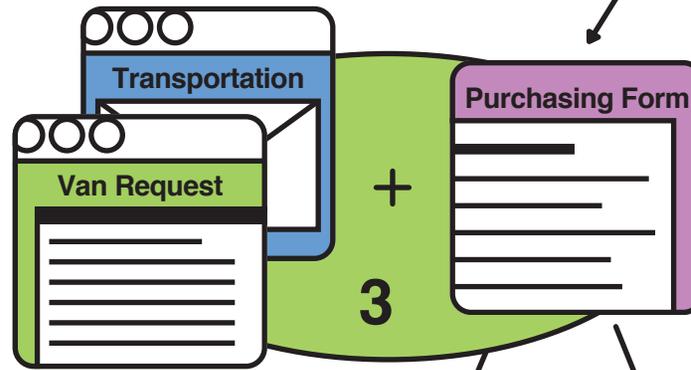
How to: Plan a Trip



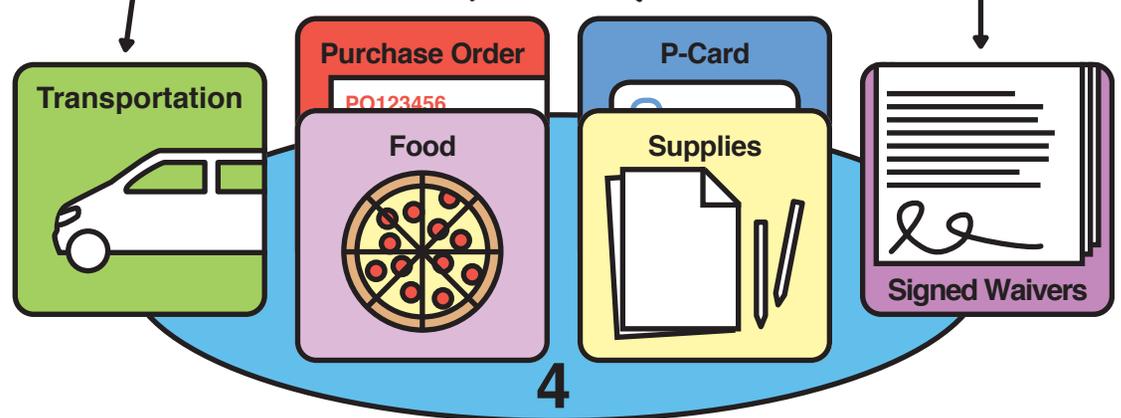
1. Develop and share your idea. Communicate with potential participants and members of your group to gauge interest and share ideas. Work on an estimated budget for things like transportation/tolls, registration for events, and hotel costs. With that planning and budgeting in mind, submit a trip request form and set up a risk assessment meeting with CLA.



2. Request funding and move forward. Once you've had your risk assessment meeting and everything is approved, it's time to submit a request to FundCom through Zoho for your trip funding. Remember that trip funding requests must be submitted at least 15 days in advance, and 1 month in advance for trips over 250 miles round trip. This is also a good time to start getting everyone going on your trip to sign a Student Activities Waiver.



3. Get ready to go. If you're going less than 200 miles, and have a defensive driver, consider reserving the CPSC van at hamp.it/van. Otherwise, contact Carolyn about using a ZipCar or other types of transportation. Once your funding request is processed by FundCom, come to CLA to fill out a purchasing form to get food and supplies.



4. Enjoy your trip! Don't forget to save and submit itemized receipts if you're using purchase orders for food, and to keep track of mileage if you're planning to get reimbursed for transportation costs.