What steps do I need to take in order to go on a trip?

1. First you need to submit a travel authorization online. This should be done at LEAST two weeks prior to departure. Below, select “Travel Authorization Form” and use the link below it, “How to Fill out A Travel Authorization Form,” to help fill it out correctly. *Remember, at the bottom of the form; send it to Clark Cripps email address (Clark.Cripps@wwu.edu) and not your own! (A copy is sent to your school email address automatically)

2. When your trip has been approved you will receive a final approved copy via email. At this point you should, if needed, pay tournament fees, make flight reservations, make lodging reservations and arrange rental vehicles. The Sport Club Liaisons can help you with many of these items so make sure to make an appointment to meet with them. The liaison email address is wwwsportclubs@gmail.com.

3. AT LEAST 48 hours prior to departure make sure to fill out a travel roster. The link below for this form is “Sport Club Travel Form.” Email this form to the liaison email or turn it into the Sport Club Office.

4. During your trip make sure to save gas receipts, get hotel folios, etc. in order to be reimbursed for your expenses.

5. After your trip, within 48 hours of receiving results, you must turn in a “Competition Results Form” found below. The helpful link “How to fill out a Competition Results Form” will guide you through this paperwork. We ask for this paperwork as soon as possible because we forward it to the Western Front and update it on our Sport Club website.

6. To get reimbursed, bring in your receipts to the Sport Club Office and fill out the needed forms. Each person that needs to be reimbursed will have to fill out and sign separate paperwork. Also, please note that the credit card holder must match with the person being reimbursed.