



Team Travel Planning CHECKLIST

*This form was designed to help teams track what needs to be done (and when) before an event or travel.
 This does NOT need to be turned into Tiger Boosters.*

Team _____ **Date** _____

Contact _____ **Role** (coach, parent, etc.) _____

Email _____ **Mobile #** _____

Event:

Name of Event _____

Event Website _____

Date _____

Checklist:

As soon as your event is confirmed: **(min. 4 weeks in advance, not all requests can be filled)*

- Contact Tiger Boosters' travel agent to get travel and accommodations set up
- Contact Tiger Boosters treasurer if a credit card is needed for travel*
- Contact Tiger Boosters if this is an INTERNATIONAL trip AND a DCPS employee (coach or other) is traveling as a chaperone whose expenses are being covered by the team. (Not necessary for domestic trips or if DCPS employee is paying their own way.) DCPS employee has a form to fill out, which must be completed at least 30 days before departure.

Minimum TWO weeks prior to departure:

- Transportation (team orders, provide invoice or purchase order)
- Event Fees (provide invoice or purchase order)
- Hotel Fees (provide invoice or purchase order)
- Meal Expenses (provide invoice or purchase order if possible, cash advance also possible)
- Other Expenses (team bonding events, special events, etc.; provide invoice or purchase order)

****Reimbursement is acceptable, but payment directly to vendor is vastly preferred****

IMPORTANT NOTE regarding Tiger Boosters Funding

Include a payment request form for EACH check. *Tiger Boosters can make a payment ahead of time or give you a check to take with you and give to your vendor. To request a live check, send check request to AP.treasurer@wilsontigerboosters.org and put "LIVE CHECK REQUEST" in the subject line.*

Also, don't forget the following:

- Relevant tax-exempt forms (if applicable, check wilsontigerathletics.com for the relevant states)
- Deposits to your account through Tiger Boosters to cover expenses
- Envelope(s) to collect receipts