

TRAVEL CHECKLIST

All forms can be found online at <http://www.uwsp.edu/centers/sieo>

Click on: Organizations then Forms.

	Trip Leader	Adviser	SIEO	Transportation	*URS (only)	SGA
Participant Name and Cell Phone List	√	√	√		√	
Travel Checklist	√					
Hold Harmless Forms			√		√	
Medical Forms	√	√				
Itinerary	√	√	√		√	
Emergency Phone List	√	√			√	
Vehicle Use Agreement				√		
SGA Vehicle Request						√
Wilderness First Responder Certification (Wilderness Trips ONLY)					√	

Traveling requires several forms to be filled out and returned to various locations.
Follow this chart to ensure all forms are returned to the appropriate people.

****PLEASE NOTE: ONLY organizations affiliated with University Recreational Services (URS) need to turn in forms to URS!**