

# North Carolina Agricultural and Technical State University

*Division of Student Affairs*

## Student Travel Checklist

[Staff Resources - Aggie Hub | North Carolina A&T State University \(ncat.edu\)](#)

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### Before Travel Occurs

- Complete & submit the Travel Authorization Form (TVL1, page 1 & 2) from the Business and Finance website [N.C. A&T State University Travel - Aggie Hub | North Carolina A&T State University \(ncat.edu\)](#) attaching supporting documentation and submit to the travel department. NOTE: Student Affairs Office does not “approve” student travel, only records the student travel packet for student safety.
  - Submit a list of students who will travel, including destination (city & state) and date(s) with your travel.
  - Complete the Academic Standing Chart (ASC) [Student Academic Standing Chart and Departure Manifest \(ncat.edu\)](#) (p1) for your students, using SHATERM in Banner, reflecting Name, Banner ID (XXX123456), Hours Enrolled for Current Semester, Attempted Hours, Earned Hours, Percentage of Completed Hours, Cumulative GPA. Upon completion of the ASC and submit to the Dean of Student Office for clearance to travel.
  - Attach completed Student Travel Activity Waiver forms for each undergraduate student traveling (p1)
  - Attach Student Code of Conduct Form for each undergraduate student traveling (p2)
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### On the Day of Travel

- Verify continued enrollment of students by using SGASTDN in Banner.
- Submit a completed copy of the Departure Manifest [Student Academic Standing Chart and Departure Manifest \(ncat.edu\)](#) (p2-3) for Student Travel to VCSA Office, located Murphy Hall, Room 100 (between 8:00 a.m. and 5:00 p.m.) and University Police Department (UPD), located at Ward Hall, 400 Laurel Street

\* Each university employee should retain a completed student manifest with them during the travel.

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### Upon Return from travel

- If there are any unused funds from a cash advance, you must submit to the Treasurer’s Office within 24 hours of return.
- The Travel Expense/Reimbursement Form (TVL2) must be completed within 30 days of your return and be submitted to the travel department.