

## **Pre-Travel Process for Hennepin Technical College Students**

### **Required Process for College Students**

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At least one month prior to the scheduled event:

- Complete all required paperwork (see required documents section below)
- If multiple events/field trips are planned, one set of required documents can be completed for the entire semester or academic year.
- Submit completed documents to the Student Life and Career Development department at [SLCD@HennepinTech.edu](mailto:SLCD@HennepinTech.edu) for processing.
- After all signatures are obtained, staff will file in the “Student Travel” OneDrive folder and share with appropriate staff/faculty.

### **Required Documents for College Students**

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#### **No Funds Requested**

1. FORM ST1 Student Emergency Information and Travel Contract
2. FORM ST2 Waiver of Liability, Indemnification, and Medical Release

#### **Funds Requested**

1. FORM ST1 Student Emergency Information and Travel Contract
2. FORM ST2 Waiver of Liability, Indemnification, and Medical Release
3. Pre-approval for Travel Form
4. Travel Information Form used for booking lodging or air travel (if applicable)
5. Student Club or Organization meeting minutes approving travel amount

#### **Cash Advance Requested**

1. Required documents if requesting funds (see above)
2. Non-Employee Expense Form
3. Student Life and Career development will complete the request and follow up on when students can pick up cash advance from the Tuition office.
4. Student must submit receipts of expenses when travel is complete. If advance was not fully used, the student must return the unspent funds or the student’s account will be charged.

#### **Expense Reimbursement**

1. Submit a Non-Employee Expense Form and receipts to the Director of Student Life and Career Development for processing.