

## SIR FORM 59 TRAVEL EVENT CHECKLIST

This completed form confirms that the Branch Travel Chairman (BTC) and the Branch Executive Committee (BEC) have performed the required procedures for the authorization, contracting, advertising, execution, reporting and final financial accounting of a SIR authorized Travel Event.

<b>1</b>	Branch No. _____ Event Destination _____ Event Dates _____ to _____ Branch Travel Chairman _____	<b>BTC</b> Completion Date & Initial
<b>2</b>	<b>Form 53 Request for Approval of Branch Travel Event</b> a. Any event involving travel that is arranged by SIR with or without a Travel Agency must be approved by the BEC on Form 53. b. After approval of new activity, the completed Form 53 must be given to the Branch Secretary and the those listed on the Form 53 Distribution list. c. Should a Travel Agency be used it must be verified that it is on the SIR Qualified List. d. Each item of Travel literature arranged for SIR and its Branches shall legibly display the SIR Disclaimer.	
<b>3</b>	<b>Form 50 Contract Form</b> a. Contract Form 50 must be completed whenever a Travel Agency is used. The Contract should be signed by the Travel Agency and the Branch Travel Chairman and kept on permanent file with the Branch Secretary and copies sent to personnel on the Form 50 Distribution list. b. No deposits or payments can be accepted for the event or publicized prior to signing. c. Form 50 shall not be altered in any way other than filling in blanks as appropriate. d. If the trip involves travel outside the U.S. a \$27.00 fee must be collected and sent to the State Treasurer using Form 51. e. You should have the travel agency sign SIR Contract before you sign agency contract. f. Ensure that everything you agreed to is in the contract before signing.	
<b>4</b>	<b>Form 52 Travel Event Financial Report</b> a. Within 30 days of the termination of each travel event the Branch Travel Chairman must submit a completed Form 52 to the Branch Secretary and the personnel listed on the Form 52 Distribution list. b. The report shall include copies of documents supporting monies received from Agency or other sources and receipts for all expenditures except gratuities and refunds to participants.	
<b>5</b>	<b>Event Cancelled</b> If an event is cancelled, the Branch Travel Chairman must send copy of Form 50 marked "EVENT CANCELLED" and the date of cancellation to Branch Secretary, Branch Treasurer and State Travel Chairman.	
<b>6</b>	<u>Above procedures have been completed.</u> Branch Travel Chairman: _____ Date _____ Big Sir: _____ Date _____	
<b>Distribution: Attach to Form 52 and forward to State Travel Chairman and Branch Secretary.</b>		