

This year, you are required to submit to the Compliance Office your travel roster 24 hours prior to each away from home contest. These forms should be submitted on a business day, and no later than noon on Friday for travel on Saturday, Sunday, or Monday. The Compliance Office and Business Office have created a combined form to assist you in declaring your Travel Squad and Travel Party while also easing the process of creating meal sheets for your travel party to sign! This file is attached.

The first tab is for you to declare your entire travel party. This means anyone who might travel with you – every student athlete, all coaches, graduate assistants, managers, administrative staff, administrators, AD, Chancellor, Wolfpack Club representative, strength coach, athletic trainer(s), media relations, etc... You will need to SAVE and email a copy of this to the Compliance Office and Business Office. It is suggested that you include your Sport Administrator as well.

The second tab is the form Compliance will use to assure that who you are traveling with is eligible to compete and that you are staying within your ACC/NCAA travel squad limits.

The 3rd and 4th tabs are meal sheets that are being generated off the travel list you marked on first tab page. You can use either. On the “Meal Sheet Alt”, you can change values and amounts of meals. You can print the page that you need (one or two) and then just make copies to take with you on the road.

Initial Process:

- ◆ Open the excel file. You must open in Microsoft Office 2007.
- ◆ Go ahead and “Save As..” in a place you can easily access. In the name of the file, include an abbreviation of your sport and “TravelForm”. (i.e. MSOTravelForm, SBallTravelForm, etc..).
- ◆ Now, proceed with updating the document.
- ◆ Click “Options...” in the bar at the top of the page, next to “Security Warning – Macro have been disabled”.
- ◆ Click “Enable...” Now you can use the worksheet. You will have to do this each time you open.
- ◆ In the gray box under “Sport”, type in your sport. Be sure to note “men’s” or “women’s”.
- ◆ Starting next to #1 on column B under “Name”, start typing any potential travelers. It does not matter what order you put them in the field.
- ◆ After you type the name, or after typing all names, next to that individuals name under the “Title/Position” click in the box, and a pull down menu should appear. Select the appropriate, or most appropriate, title or position.
- ◆ Once you have typed in ALL names and selected a title/position for each name, click on the “Sort Names” box. This will sort in an order predetermined by our offices.
- ◆ You will now need to Save again. Save as often as you like, just in case!

Time to go to an away from home contest? Here are the steps you need to follow and then you must turn it in (i.e. email) at least 24 hours prior to departure!

- ◆ Open excel file. You must open in Microsoft Office 2007.
- ◆ Click “Options...” in the bar at the top of the page, next to “Security Warning – Macro have been disabled”.
- ◆ Click “Enable...” Now you can use the worksheet.
- ◆ On line 4, the green bar, to the right of “Game/Event”, type in the school you are playing and the date(s) of competition (i.e. BC 9/13/09).
- ◆ On the 5, the yellow bar below the Game/Event, put the range of dates that you will be traveling (i.e. 9/12-9/14/09).
- ◆ Then, starting with “Name” 1, place an “X” in the box corresponding to each person declared as a traveler for that event.
- ◆ Once you have completed declaring all travelers, save.
- ◆ You can now click on “Declaration of Travel” tab on the bottom.
- ◆ Next to “Destination”, click the pink box and choose the appropriate trip. The trip, dates, and names you have placed an “X” beside on the previous page will appear.
- ◆ If you wish to print, select print and only print page 1 (30 travelers) or page 1 and 2 (31-60 travelers).
- ◆ At this point you can email the file as an attachment to robin_pate@ncsu.edu, your sport administrator, and the individual in the business office who reconciles your travel.

You can now print meal sheets for your trip! It would be best to print the page once and make copies. The individual date, meal, amounts will not appear so you can write those in, but the travelers names WILL appear.

- ◆ While in the file, click the “Meal Sheet” or “Meal Sheet Alt” and use whichever one you prefer.
- ◆ You can do these however you and the business office agree – by meal, day, trip, etc...