



**OFFICIAL VISIT CHECKLIST**

Prospective Student Athlete: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

<u>Complete (x)</u>	<u>Procedure</u>	<u>To</u>
<b><u>BEFORE VISIT</u></b>		
_____	Transcript & Test Scores	Compliance
_____	TAR & Flight Check	Business Office
_____	Official Letter Sent	Recruit & Compliance
_____	Host Money Memo	John Ross (Bus. Office)
_____	Mileage memo (if applicable)	John Ross (Bus. Office)
_____	Complimentary Tickets Memo (Monday Prior to Visit)	Ticket Office
_____	Travel Itinerary	Recruit & Compliance
_____	Reimbursement Voucher prepared for Recruit to Sign	
<b><u>DURING VISIT</u></b>		
_____	Copy of Plane Ticket from Recruit	
_____	Reimbursement Voucher Signed by Recruit	
_____	Mileage Form Signed by Recruit (if being reimbursed for mileage)	
<b><u>AFTER VISIT</u></b>		
_____	Signed Reimbursement Voucher (Original RV and Copy of plane Ticket, plus 3 copies of RV packet)	Business Office
_____	After Visit Record and copy of RV	Compliance
_____	Signed Student Host Receipt	John Ross (Bus. Office)

- \* Recruits only receive mileage from point to point (No Vicinity Mileage)
- \* Be sure to write "State" on Reimbursement Voucher to Virginia
- \* Make sure that \$35.00 prepay fee on plane ticket is accounted for
- \* When reimbursing petty cash for mileage, use 59-6001874/139, instead of the recruit's SS#