



**Student Travel Request for
Authorization & Funds**

Must be filed **6 WEEKS** prior to event.
Instructions located below.

Club/Organization: _____

Conference/Convention: _____

Dates: _____ Location: _____
(include departure & return dates) (city and state)

Reason for Attendance: _____

A. Students Attending: (attach additional sheet, if needed)

Full Name	Student ID # REQ'D	Home Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

****INSTRUCTIONS****

a) Request to travel must be submitted and authorized by the Director of Student Life BEFORE any monetary commitment is made. Plan early for best travel & hotel accommodations. b) Late registration fees WILL NOT be paid through use of student fees. c) A Conference/Convention Report Form must be filed at the conclusion of the trip by each student attending. d) Students MUST submit receipts for ALL expenses upon conclusion of the trip to the Office of Student Life. e) The Student Life Committee WILL NOT fund a student to attend a national conference/competition/event more than once for the same club.

B. Itemized Expenses:

Registration Fee: \$ _____ x _____ people = \$ _____
\$ _____ x _____ people = \$ _____

Hotel Name & Fed Tax ID#: _____

Room Rate: \$ _____/night for _____ nights for _____ people = \$ _____
\$ _____/night for _____ nights for _____ people = \$ _____
\$ _____/night for _____ nights for _____ people = \$ _____

Meal Reimbursement:

_____ Partial Days of Travel @ \$30.00 _____ x _____ people = \$ _____
_____ Full Days of Travel @ \$50.00 _____ x _____ people = \$ _____

Travel: (*per person cost of airfare, train, bus, shuttle, mileage reimbursement, etc.*)

\$ _____ x _____ people = \$ _____

\$ _____ x _____ people = \$ _____

OR

Mileage _____ miles @ 54.5 cents/mile = \$ _____

C. Additional Notes: _____

TOTAL FUNDS REQUESTED FROM CONFERENCE BUDGET:

\$ _____

SIGNATURES ARE REQUIRED BELOW TO APPROVE TRAVEL

Club President Authorization

Date

Club Advisor Authorization

Date

Director of Student Life

Date