



## 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