

Application for Student Travel

Student Name			
Student Organization			
Date Submitted		Submit 2 weeks prior to travel for approval	
Departure / Return Dates		Conference Dates	

Travel Details

Purpose/Justification of Travel

Carpooling and Room Sharing Plan:

Method of Transportation

Estimated Airfare	
Estimated Gas (one-way)	

Anticipated Expenses

Transportation	
Conference Registration	
Lodging (See guide for applicable caps)	
Incidentals (Please Specify)	

Grand Total Required for Travel

Amount covered by the student	
Amount reimbursable by the student organization	
Amount reimbursable by the College	

Required Signatures

Student Signature (<i>Sign & Date</i>):
Organization President (<i>Sign & Date</i>):
Organization Advisor (<i>Sign & Date</i>):
Absence Authorized by Block Coordinator/Preceptor (<i>Sign & Date</i>):
Asst. Dean of Student Affairs (<i>Sign & Date</i>):
Chief Financial Officer (<i>Indicating availability of funds</i>):

Authorization and Approval by Dean (*Sign & Date*):

Request Denied by Dean (*Sign & Date*):

Reason:
