



## Student Travel Request Form

### Trip Details

Name of Organization/Department: \_\_\_\_\_

Requested By: \_\_\_\_\_

Event/Conference Attending: \_\_\_\_\_

Event Address: \_\_\_\_\_

Hotel Name and Address: \_\_\_\_\_

### Travel Dates

Departure Date: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Return Date: \_\_\_\_\_

Return Time: \_\_\_\_\_

Reason for Travel \_\_\_\_\_  
\_\_\_\_\_

Total Number Traveling      Students: \_\_\_\_\_      Employee(s)/Advisor(s): \_\_\_\_\_

### Employee(s)/Advisor(s) Traveling with Students

Full Name	Mobile #
1. _____	_____
2. _____	_____

### Funding Sources (select all that apply):

<input type="checkbox"/> Department	<input type="checkbox"/> Organizations	<input type="checkbox"/> Fundraising
<input type="checkbox"/> Requesting Student Travel Funds*	<input type="checkbox"/> Self Pay	<input type="checkbox"/> Other

\*Please complete the Projected Trip Expenses section if you are requesting student travel funds.

### Projected Trip Expenses: Please provide an estimate of the total travel expenses for students only.

#### Transportation

Airfare: \_\_\_\_\_ Number of student(s) X \$ \_\_\_\_\_ Cost of Airfare = \$ \_\_\_\_\_

Bus: \_\_\_\_\_ Number of Bus(es) X \$ \_\_\_\_\_ Cost per Bus X \_\_\_\_\_ Number of Days = \$ \_\_\_\_\_

Rental: \_\_\_\_\_ Number of Vehicle(s) X \$ \_\_\_\_\_ Cost per Vehicle X \_\_\_\_\_ Number of Days = \$ \_\_\_\_\_

Fuel Cost: \_\_\_\_\_ Number of Vehicle(s) X \$ \_\_\_\_\_ Estimated Fuel Cost (round trip) = \$ \_\_\_\_\_

Ground Transportation (Uber, Taxi, Train, etc.) = \$ \_\_\_\_\_

Mileage: \_\_\_\_\_ X Mileage Cost: \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Transportation: \$ \_\_\_\_\_

**Lodging**

Hotel: \_\_\_ Number of Room(s) X \$ \_\_\_\_\_ Room Cost per Night X \_\_\_ Number of Nights = \$ \_\_\_\_\_

**Registration Cost**

Registration Fee: \_\_\_\_\_ Number of Student(s) X \$ \_\_\_\_\_ Registration Fee = \$ \_\_\_\_\_

**Membership Cost**

Membership Fee: \_\_\_\_\_ Number of Student(s) X \$ \_\_\_\_\_ Membership Fee = \$ \_\_\_\_\_

**Meals/Per Diem**

Breakfast: \_\_\_\_\_ Student(s) X \$ \_\_\_\_\_ Breakfast Cost X \_\_\_\_\_ Number of Days = \$ \_\_\_\_\_

Lunch: \_\_\_\_\_ Student(s) X \$ \_\_\_\_\_ Lunch Cost X \_\_\_\_\_ Number of Days = \$ \_\_\_\_\_

Dinner: \_\_\_\_\_ Student(s) X \$ \_\_\_\_\_ Dinner Cost X \_\_\_\_\_ Number of Days = \$ \_\_\_\_\_

1st Day of Travel: \_\_\_\_\_ Student(s) X \$ \_\_\_\_\_ 1st Day Cost = \$ \_\_\_\_\_

Last Day of Travel: \_\_\_\_\_ Student(s) X \$ \_\_\_\_\_ Last Day Cost = \$ \_\_\_\_\_

Total Meals/Per Diem: \$ \_\_\_\_\_

**Total Projected Trip Cost (Transportation, Lodging, Registration, Meals/Per Diem):** \$ \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**Signatures:** By signing below you approve the student travel request.

\_\_\_\_\_  
Advisor/Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Student Activities

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President, Academic Affairs (Academic travel only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, Student Services

\_\_\_\_\_  
Date