**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):**

\_\_\_ Department \_\_\_ Organizations \_\_\_\_ Fundraising

\_\_\_ Requesting Student Travel Funds\* \_\_\_ Self Pay \_\_\_\_ 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.) = $\_\_\_\_\_\_\_\_

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 = $\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 = $\_\_\_\_\_\_\_\_\_\_\_

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