

Student Organization Travel Approval Form

Group Name:	Name of the Trip
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Contacts Information

Student Contact # 1	Email	Phone Number
Student Contact 2	Email	Phone Number
Advisor's Name	Email	Office Phone
		Cell Phone

Purpose of the Trip

Travel Information

Travel Destination

City	State	Country
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Dates of Travel

Date Leaving	Time	Location
Date Returning	Time	Location

Lodging Information

Name of Hotel/Lodging	Address	Phone
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Transportation

Air	Departure City/Airline/Flight #	Return City/Airline/Flight #	Travel Arrangement Made By
Auto/Van	Personal Vehicle/Motor Pool	Motor Pool Reservation # All Drivers Must Be Certified And Listed on Form	Personal: Owner's Name All Drivers Must Be Listed on Form
Bus	Company	Contact Information	Certificate of Insurance on File Date Received:

Travel Budget

Expense	Cost	Paid by Group	Paid By Members
Transportation			
Gas/Airport Transportation			
Lodging			
Meals			
Supplies			
Miscellaneous (Tolls/Parking)			

Emergency Plans for Funds