**STUDENT TRAVEL**

**Travel Funding and Approval Form**

**Name of Trip Leader/Program Leader** :Click or tap here to enter text.

NOTE: If trip is overnight, the trip leader must follow appropriate procedures to get a purchase order issued to cover his/her own travel.

**Date Submitted**: Click or tap here to enter text.

**Course Name/Number (if applicable):**Click or tap here to enter text.

**Dates of Travel:** Click or tap here to enter text. [ ] Attendees have been cleared through Campus Security

**FOR DOMESTIC TRAVEL**

**Destination**:Click or tap here to enter text.

**Please indicate funding options**:

[ ] Student Activities [ ] Student Club Account Click or tap here to enter text.

[ ] Grant Funded: Click or tap here to enter text. [ ] University Departmental Budget Click or tap here to enter text.

**Please indicate reimbursement options:**

[ ]  Students will be personally funding 100% of their individual trip costs and not seek reimbursement from
 the fund noted above.

[ ]  Students will be personally funding part of their trip cost along with a reimbursement of expenses from the fund noted above**; to include pre-payments via University purchasing cards**.

[ ]  Students will be participating in fundraising, with proceeds being deposited in the student club account for later reimbursement to the student to include providing travel “scholarships” to students.

NOTE: If organization funds will be utilized for individual student travel, documented procedures must be in place to govern the distribution of funds to students.

[ ]  The leader/sponsor will be making the arrangements for all travelers and receive reimbursement from the fund noted above. The trip leader must follow procedures to keep clear financial records, including keeping track of expenses and saving receipts. The trip leader will need to get any necessary purchase orders issued prior to making arrangements.

[ ]  Other details or comments as necessary: Click or tap here to enter text.

**FOR INTERNATIONAL TRAVEL**

**Destination**:Click or tap here to enter text.

[ ]  Arrangements have been made with a third party program provider. (Required)

**The following information is required for ALL student travel**.

**Please list all students attending this trip, including work/study students, and the estimated reimbursement for each (include costs for airfare, hotel, meals, etc.) NOTE: For tax reasons, students will only be reimbursed ACTUAL expenses, NOT PER DIEM. Students must turn in detailed, itemized receipts in order to receive reimbursement. Reimbursement requests must be made within 2 months of the date of travel. Each student traveler must have a release form attached.**

**Student Name Student Number Estimated Expenses Release Attached**

*Enter Text Enter Text Enter Text* [ ]

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**Submit a trip itinerary and all student release forms along with this approval form.**

**Approval of College Dean or Provost if funded by COB, COE, COAS or other Academic budget**

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College Dean/Provost Date

**Approval of Asst. VP for Enrollment & Student Services if funded by Student Activities/Clubs**

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Asst. Vice President for Enrollment and Student Services Date

**Approval of President for ALL student travel**

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President Date

**Business Office Review**

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Asst. Vice President for Financial Affairs Date