**STUDENT TRAVEL**

**Travel Funding**

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

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.

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)

**Travel Funding Request  Approved  Denied**

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College Dean Date

**Submit travel request forms for students and employees (if out-of-state), trip itinerary and student release forms along with this form to:**

**ALL Student Travel**  **Travel related to STUDENT ACTIVITIES/CLUBS:**  
Provost/Vice President for Academic Affairs Community College Liaison

**ALL Student Travel Funding Request  Approved  Denied**

Provost/Vice President for Academic Affairs Date

**STUDENT ACTIVITIES/CLUBS Travel Funding Request  Approved  Denied**

Community College Liaison Date

**Travel Funding Request Reviewed:**

Vice President for Financial Affairs Date