



Originally Issued: November 19, 2021
Revised: July 13, 2023
Revised: June 4, 2024
Revised: September 9, 2025

STUDENT TRAVEL
Travel Funding and Approval Form

Name of Trip Leader/Program Leader:

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:

Course Name/Number (if applicable):

Dates of Travel:

Attendees have been cleared through Campus Security

FOR DOMESTIC TRAVEL

Destination:

Please indicate funding options:

- | | |
|---|---|
| <input type="checkbox"/> Student Activities | <input type="checkbox"/> Student Club Account |
| <input type="checkbox"/> Grant Funded: | <input type="checkbox"/> University Departmental Budget |

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.



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- 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:

FOR INTERNATIONAL TRAVEL

Destination:

- 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

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



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

College Assistant Dean/Provost

Date

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

Asst. Vice President for Enrollment and Student Services

Date

Approval of President for ALL student travel

President

Date

Business Office Review

Asst. Vice President for Financial Affairs

Date