



STUDENT CLUB/ORGANIZATION TRAVEL

I. STUDENT TRAVEL FORM		
Advisor Name: Advisor Traveling? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Club/Organization:	Today's Date:
Name of Trip/Conference:	Trip/Conference Start Date:	Trip/Conference End Date:
Trip/Conference Location:	Club/Organization 4 digit Index #:	Date Club/Organization Voted on funding this trip:
Briefly explain how this conference will benefit all participants (list names of all students): 		

II. PROPOSED BUDGET			
TYPE N/A or \$0 IF NOT APPLICABLE	IMPORTANT DATES and NOTES	TASKED TO (WHO IS RESPONSIBLE FOR ARRANGING)	ESTIMATED EXPENSES
Conference Registration Fee			
Transportation			
Lodging			
Other Expenses			
TOTAL ESTIMATED EXPENSES:			
AVAILABLE CLUB FUNDS:			
**ADDITIONAL FUNDING NEEDED:			
**Please explain the clubs efforts to raise funds and why additional funding is needed: 			

NOTE: FUNDING REQUESTS REQUIRE A 4-6 WEEK ADVANCE NOTICE.

III. INSTITUTIONAL PAPERWORK REQUIRED PRIOR TO TRAVEL:
Code of the Road for each student completed: <input type="checkbox"/> YES and included <input type="checkbox"/> NO but will gather and provide at least 1 week prior to travel.
Liability Release Form for each student completed <input type="checkbox"/> YES and included <input type="checkbox"/> NO but will gather and provide at least 1 week prior to travel.

Advisor Name _____ Date: _____

Club/Organization President Name _____ Date: _____

OFFICE USE ONLY		
Reviewed and Approved By:		Date:
Additional Funding Source Account:	Amount:	Date: