

STUDENT CLUB/ORGANIZATION TRAVEL

I. STUDENT TRAVEL FORM					
Advisor	sor Name of Club		Today's		
Name:	Organization	Organization:		Date:	
Advisor Traveling? Yes No					
Name of Trip/Confe		ence Trip/Con		nference	
Conference:	Start Date:	Start Date:		End Date:	
Trim/Conference		Data Club (Overaginal			
Trip/Conference Club/Organ			Date Club/Organization Voted on funding this trip:		
Location: 4 digit Index		#: Voted on funding tr		iding this t	rip:
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 REPONSIBLE FOR ARRANGING)		vie)	ESTIMATED EXPENSES
Conference Registration Fee	and NOTES	(WITO IS INCI ONSIDEE	TONAMIANOII	10)	LAI LIASES
Transportation					
Lodging					
Other Expenses					
Other Expenses		TOTAL ES	TIMATED EXP	PENSES:	
AVAILABLE CLUB FUNDS:					
**ADDITIONAL FUNDING NEEDED:					
**Please explain the clubs efforts to raise funds and why additional funding is needed:					
Thease explain the class efforts to faise failes and wify additional failuing is neceed.					
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: YES and included					
NO but will gather and provide at least 1 week prior to travel.					
Liability Release Form for each student completed YES and included					
•		NO but will gather and	provide at leas	st 1 week p	orior to travel.
Advisor Namo					
Advisor Name Date:					
Club/Organization President Name Date:					
OFFICE USE ONLY					
Reviewed and Approved By:				Date:	
Additional Funding Source Account:		Amount:		Date:	
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Student Engagement 2016

Advisor email typed form to ${\bf Student.Engagement@FSW.edu}$