

Student Travel Request Form

Name _____ Student ID # _____ Date: _____

Mailing Address (not student mailbox) _____

Affiliation (DMS, TDI, MD/PhD): _____ Class: _____

Name of Conference/Event: _____

If for a conference, will you be presenting: Yes _____ No _____

Date(s) of Travel: _____

Statement of Intent:

Costs (estimated itemized expenditures):

<u>Item:</u>	<u>Amount:</u>
_____	_____
_____	_____
_____	_____

Please save all original receipts to document travel expenditures

I understand that the Student Government Travel Reimbursement Guidelines state that “students granted a travel award will be required to write up their experience for posting on the Student Government conference experience webpage.” I also understand that I must submit this write-up electronically to Erin Sullivan, the Student Government VP who will then notify the Student Affairs Coordinator that this requirement has been met. Reimbursement may then proceed.

By initialing here I agree to comply with the above:

Funding Source:

Amount requested: _____

Applicant signature (if electronic please ignore)

Amount approved: _____ Funding source: Activity vs. Enrichment

Travel Committee Representative

Other funding sources

Source:	Amount:
_____	_____
_____	_____

Email form to Erin Sullivan (Student Government VP).