

# Student Travel Request Form

Name \_\_\_\_\_ Student ID # \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address (not student mailbox) \_\_\_\_\_

Affiliation (DMS, CECS, 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 Kristen Yurkerwich, 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:
_____	_____

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**Email form to Benjamin Snyder (Student Government VP) with a cc: to Student Affairs**  
(6/07)