



Student Group Travel Request Form



PART I: ADVISOR AND CONFERENCE INFORMATION

Advisor Name: _____ Extension: _____

Department: _____ Club: _____

Name of Conference: _____

Location (City and State): _____ Dates: _____

Purpose of Conference: _____

PART II: ESTIMATED EXPENSES FOR ENTIRE GROUP

The costs for the entire group must also be reflected on Advisor's Conference & Travel Authorization Form

Registration: _____ Lodging: _____ Meals: _____

Airfare: _____ Taxi/Shuttle: _____ Vehicle Rental: _____

Mileage: _____ Parking: _____ Other: _____

Describe Other: _____

Funding:

	ACCOUNT #	AMOUNT
ASCC Allocated	600 - -	\$
Fundraised	250 - -	\$
	TOTAL	\$

PART III: FLIGHT INFORMATION (IF APPLICABLE)

Departure Airport: _____ Arrival Airport: _____

Departure Date: _____ Return Date: _____

Flight Cost per Person: _____

Please attach flight preference print out with specific airline information and flight numbers.

NOTE: Use airline website, not 3rd party vendor such as Expedia or Orbitz.

PART IV: HOTEL INFORMATION (IF APPLICABLE)

Hotel Name: _____

Street Address: _____

Check-In Date: _____ Check-Out Date: _____

Nightly Rate per Room: _____

Please attach hotel reservation details print out.

NOTE: Use hotel website, not 3rd party vendor such as Expedia or Orbitz.If requesting hotel accommodations, include the hotel room assignments in **Part VI: Travelers Information****PART V: APPROVAL AND AUTHORIZATION**

Advisor 1: _____ Signature: _____ Date: _____

Advisor 2: _____ Signature: _____ Date: _____

Dean of Student Services Signature: _____ Date: _____

Traveler Information, Flight Details & Hotel Registration MUST be attached after this page.

PART VI: TRAVELER INFORMATION

Club: _____

Trip Name: _____

Trip Date (s): _____

	TRAVELER'S LEGAL NAME <i>(must match government-issued ID)</i>	STUDENT ID <i>(or list advisors)</i>	HOTEL ROOM ASSIGNMENT <i>(i.e., Room 1, Room 2)</i>	DATE OF BIRTH	GENDER
				<i>(if securing airfare only)</i>	
1.		ADVISOR			
2.					
3.					
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6.					
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