



Travel Approval Form

This form must be completed before any travel arrangements have been made. Once approved, you will be given instructions as to how to proceed.

Name of Organization	
Advisor's Name and/or Names of all staff participating	
Telephone Number(s)	
Cell Phone number(s) (required)	
E-mail address(es)	

Travel Information

Destination & Purpose	
Date(s) of Travel	
Number of Students traveling	
Anticipated mode of transportation: air, bus, school van or personal car	
Estimated cost of expense (per person, entire trip)	

How do you plan to pay for this trip? (check all that apply)

- personal funds
 donations from outside sources
 club fundraising
 SGA Club Funding

Signature(s)
Date

*****Office of Student Life*****

Approval Signature: _____ Date: _____

(Should your request be denied, you will receive a written memo with a copy of this request form attached.)