

TRAVEL REQUEST FORM



CAMPUS & STUDENT CENTERS

This form must be submitted to the Student Life/Student Activities Office at least 6 weeks prior to the trip

(A) Person Organizing the Trip:

Student Organization: _____

Name: _____

Phone: _____

Email: _____

Advisor Name: _____

Phone: _____

Email: _____

(B) Trip Information:

Name of Conference/Trip: _____

Destination: _____

Dates of Travel: _____ through _____

Purpose of Trip (attach copies of brochures, information from website, etc):

(C) Who is Traveling?

Number of students traveling: _____

Names (attach sheet if necessary): _____

Number of advisors traveling: _____

Names: _____

Number of non-students traveling: _____

Names: _____

Total number of travelers: _____

(D) Other Information

Are you flying out of Bradley Airport?

- Yes - No

If yes, please discuss this with the Student Life/Student Activities Office

Confirmation of student organization trip approval

Meeting Date: _____/_____/_____

A copy of the minutes must be attached for all transactions.

(E) Expenses Information:

Travel			
Air/ Rail/Bus Cost	____ Participants	@ _____	\$ _____
Mileage	____ Miles	@ _____	\$ _____
Parking			\$ _____
Registration Fee	____ Participants	@ _____	\$ _____
Lodging (attached rooming list, invoice or estimate from hotel and W-9 form)			
Number of Nights	_____		
Number of Rooms	_____		
Number of Guests per Room	_____		
Cost per Room	_____		
Taxes per Night	_____		
Total Estimated Cost (nights * rooms * (rate + tax)			\$ _____
Health Insurance (International Travel only)			\$ _____
Other Expenses			
_____			\$ _____
_____			\$ _____
_____			\$ _____
TOTAL ESTIMATED EXPENSES			\$ _____

If any of the above expenses are being pre-paid by the University, you must indicate that here and attach a W-9 form from each vendor.

(F) Funding Information:

Total Cost of Trip _____

Distribution of Cost:

Fund	Account	Amount
TOTAL		

(G) Required Signatures

_____ Date _____
 Treasurer or President

_____ Date _____
 Advisor

_____ Date _____
 Verification

_____ Date _____
 Student Activities Funds Manager