**Student Organization Travel Information**

*Submit, with all required forms, no later than 14 days prior to travel.*

Hand-Deliver COMPLETED form to the Student Life Office, UC 222.

|  |  |
| --- | --- |
| **Traveler Information** | |
| **Names of students:** |  |
| **Names of advisors:** |  |
| **\*Attach *Authorization for Travel* for all individual travelers** | |

|  |  |
| --- | --- |
| **Driver Information** | |
| **Names of drivers:** |  |
| **\*Attach copy of *MVR* *Authorization* for all drivers** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Conference Registration** | | | |
| Conference Name: |  | Cost Per Person: |  |
| **\*Attach Conference Registration Information** | | | |

|  |  |
| --- | --- |
| **Receipts – I recognize that I am responsible for submitting all receipts to the Student Life Office within 3 days of return from travel.** | |
| **Name:** |  |
| **Signature:** |  |

**Do Not Write Below (Office Use)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Hotel** | | | |
| Number of Rooms: |  | Room Types: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Meals** | | | |
| Yes/No : |  | Amount Per Traveler: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Vehicle Rental** | | | |
| Number of Vehicles: |  | Types: |  |