**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.

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

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

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

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| **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)**

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

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

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