

# *Authorization For Forensics & Debate Team Travel*

Submit this completed form to Dean Carpenter's office for approval **4 weeks in advance of travel**

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Team Name: \_\_\_\_\_ Department: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Dates of Travel: \_\_\_\_\_

Destination:  
Name of conference  
or sponsor: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_  
Number of Students  
Traveling: \_\_\_\_\_

**Only original receipts will be reimbursed.**

### *Estimated Cost of Travel*

	Qty.	Unit Cost		Extended Cost
Airfare				
Car Rental				
Personal Car		\$ 0.445		
Lodging				
Meals				
Registration Fee				
Miscellaneous				
<b>Total Estimated Cost</b>			\$	

### *Approval*

Reimbursement will **not** be processed without the dean's prior approval

Section below to be completed by dean's office

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Faculty: \_\_\_\_\_ Department Chair: \_\_\_\_\_

Dean: \_\_\_\_\_ Amount Approved: \_\_\_\_\_ Account: \_\_\_\_\_