

# Authorization For Student Travel

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

Student Name: \_\_\_\_\_ Department: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Student Contact Number: \_\_\_\_\_

Emergency Name: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

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

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

Faculty Sponsor: \_\_\_\_\_

**You are required to submit a summary of the educational value of your trip at the conclusion of your trip.**

**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>			<b>\$</b>

## Request for Dean's Discretionary Funds

I am requesting \$ \_\_\_\_\_ of the dean's discretionary funds be used for this request.

### Approval

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

Section below to be completed by the dean's office

Dean: \_\_\_\_\_

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