

STUDENT TRAVEL AUTHORIZATION REQUEST

Name _____ Student # _____

Graduate Student: _____ Undergraduate Student: _____

Present Address _____ Phone # _____

Permanent Address _____ Phone # _____

E-mail Address _____ Work Phone # _____

I, _____ request permission for travel from _____

a.m./p.m. on _____ (date) until _____ a.m./p.m. on _____ (date)

Specific purpose for this travel: _____

Destination of travel: _____

Is reimbursement of expenses requested? _____ no _____ yes. If yes, complete expense estimate below.

Transportation

Plane _____

Private/University Car _____

Lodging and Meals

Lodging (In or Out-of-State) _____

Meals (In or Out-of-State) _____

Other _____

Total Estimated Cost (not necessarily amount of reimbursement): _____

Signature of Requester

Date

(Over)

Complete the following for International Travel:

Passport No. _____ Expiration Date _____ Date/Place of Issue _____

Emergency Contact _____ Relationship _____

Address _____

Telephone/FAX Day _____ Night _____

Are you covered by medical insurance? [] Yes [] No

Name of insurance provider _____

All USA students traveling abroad are required to have a STA International Identification Card for the duration of their stay overseas. For information and application forms, contact the office of International Programs at 460-7053.

AUTHORIZATION FOR STUDENT LEAVE OR TRAVEL

I approve the leave or travel requested on the reverse side of this form as being in the best interest of the University. Reimbursement for expenses incurred is approved in the following amounts:

Account _____ Amount _____

Account _____ Amount _____

Account _____ Amount _____

_____ Travel is approved, but no reimbursement is approved.

APPROVED BY:

DEPARTMENT CHAIR DATE

DEAN DATE

V.P. STUDENT AFFAIRS DATE OR _____
SR. V.P. FOR ACADEMIC AFFAIRS DATE

(Only applicable if funds from Student Affairs area are being used) (VP of Academic Affairs signature is only needed for international travel)

DIRECTOR OF INTERNATIONAL PROGRAMS DATE

PRESIDENT DATE
(Required only for travel beyond the contiguous forty-eight states and the District of Columbia)