

Student Prior Approval for Travel

Date: _____

Dept ID: _____ Fund: _____ Program: _____ Class: _____

Travel Acct No: 651000 Registration Acct No: 727110

Faculty/Staff Sponsor: _____

Student: _____

Purpose of Trip: _____

Destination Address: _____

Departure Date: _____ Return Date: _____

Fiscal Year 20 _____

Approximate Cost of Trip

Registration Fee paid by: PCard Check Request Other \$ _____

Airline Ticket : Pcard Other Check Request \$ _____

Lodging: _____ @ _____ \$ _____

Days Rate per day

Personal Mileage _____ @ _____ \$ _____

Miles (RT) Rate/mile

Miscellaneous (Parking fees, taxis, shuttle, baggage) \$ _____

HCHU '9 gHja UH \$ _____

Approvals

Student

AVP/Dean/Director

Approver Notes:

Divisional Vice President

*Authorized Amount \$ _____

*Total reimbursement not to exceed this amount!

SUPPORTING DOCUMENTATION ATTACHED:

Student Liability Waiver

Flight and Lodging Estimates

Sponsor Memo

Directional Search Engine

Student Acceptance Letter/Email

Meeting/Conference Agenda

Student is authorized to Travel without GGC Employee (with approval of VP only)

Copy of Sponsor's Prior Approval

Instructions: Student should submit form to faculty/staff sponsor in sufficient time to allow for processing by school. Faculty/staff sponsor should forward this and all supporting documentation to the appropriate school for AVP/Dean/Director and Vice President approval at least 30 days prior to travel.