



**REQUEST FOR STUDENT TRAVEL**

**DIRECTIONS:** Requests for student travel **MUST** be made **TWO (2) WEEKS** prior to the date of travel. After receiving signature from your Department Chair, please submit travel request to the Vice President of Academic Affairs. The Vice President for Academic Affairs will forward the Vice President for Student Affairs for the record.

DEPARTMENT: \_\_\_\_\_

NATURE OF TRIP: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

DATE OF TRIP: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_

RETURN DATE: \_\_\_\_\_ RETURN TIME: \_\_\_\_\_

If transportation by University vehicle is requested, give number of students riding: \_\_\_\_\_

PLACE OF DEPARTURE: \_\_\_\_\_

Students recommended for the trip: (USE EXTRA SHEET, IF MORE SPACE IS NEEDED)

PERSON MAKING REQUEST:

_____	_____	_____
PRINTED NAME	SIGNATURE	DATE

DEPARTMENT CHAIR/DIRECTOR/DEAN:

_____	_____	_____
PRINTED NAME	SIGNATURE	DATE

**DO NOT WRITE BELOW THIS LINE**

Step 1:

CABINET LEVEL OFFICER FOR UNIT SUBMITTING REQUEST:

_____	_____	_____
PRINTED NAME	SIGNATURE	DATE
( ) APPROVED	DATE: _____	
( ) NOT APPROVED	DATE: _____	

Step 2:

VICE PRESIDENT OF STUDENT AFFAIRS:

_____	_____	_____
PRINTED NAME	SIGNATURE	DATE
( ) APPROVED	DATE: _____	
( ) NOT APPROVED	DATE: _____	