

Request for Student Travel/Conference Participation

A detailed travel plan must be presented to the SOC and the Director of Student Leadership one month prior to date of travel/conference. After approval by the Dean of Students, all travel related forms and documentation must be received by the Director of Student Leadership no later than 2 weeks prior to departure.

Organization Requesting Travel/Conference Participation:

Organization's Requesting Officer:

Phone and email address:

Name of Conference/Trip:

Total Cost Conference:

Method & Cost of Transportation:

Destination:

Number of Students Attending:

Advisor/Staff Attending:

Advisor/Staff Phone:

- **Be sure to attach travel details including cost of trip/conference, transportation, registration fees, lodging requirements and any down payments required**
- **Attach a brochure describing the trip/conference, registration procedures and lodging facilities. Also included should be a list of names, social security numbers and signatures of all students expecting to attend the conference/trip.**
- **Attach a letter from the faculty/staff representative participating and traveling with your organization.**