

STUDENT REQUEST FOR TRAVEL FUNDS

Complete one form for each student traveling to the same conference.

Student's Name: _____

Sponsoring
Organization: _____

Name of Conference & Dates: _____

City & State Destination: _____

Inclusive Dates of Travel: _____

Estimated Expenses (attach info supporting amounts):

Registration Fees	\$ _____
Transportation	\$ _____
Lodging	\$ _____
Other	\$ _____
TOTAL	\$ _____

Amount Funded From Other Sources \$ _____

Amount Requested \$ _____

On a separate sheet, provide responses for the following:

1. How is the conference related to the sponsoring organization?
2. What do you hope to learn from the conference and how do you plan to share this information with others upon return to Hastings?
3. Describe how you were selected to participate and represent your organization at this conference.
4. Will you be doing anything other than attending the conference (and related events/activities) while traveling? For example, visiting friends/family, interviewing with a non-conference employer, etc.

I confirm that I am in good academic standing, and I understand that missing classes for conference related travel are considered unexcused absences. I have reviewed, completed, signed and attached the release and waiver form. I understand funding is limited and not guaranteed. I understand that each student organization may be limited to funding for no more than one conference per academic year. I understand that in order to be reimbursed I must submit original receipts within 30 days of the date of travel.

Signature of Traveler

Signature/Approval of President of Organization*

Date of Request

Print Name of President of Organization

Approved _____ For the amount of _____ Disapproved _____

Director of Student Services

Date

*If the organization's president is requesting funds, approval by the organization's treasurer required.