Faculty/Staff Member requesting travel: ____________________________________________
Department: __________________________________________________________________

PART A - TRIP ITINERARY

Destination (specific): ________________________________
Date(s) of travel: __________________________ Departure time: ______________ Return time: __________
Method of travel: _______________________________________________________________________
Name(s) of driver(s): __________________________________________________________________

Index to be charged: ______________________

Associated institutional costs:

Associated student costs:

Will travel be funded with any student club or student government funding?  □ Yes  □ No

*Academic student travel utilizing student club or student government funding must be approved by the Associate Dean of Academic and Student Affairs.

CHECK THE APPROPRIATE BOX or BOXES:

□ Academic Course Requirement
□ Academic Course Elective

All academic student travel must be approved by the Associate Dean of Academic and Student Affairs and Part B (page 2) of this form must be completed.

□ Non-Academic: All non-academic college-sponsored student travel or any travel utilizing student club or student government funding must be approved by the Associate Dean of Academic and Student Affairs.

____________________________________________________________________________________

Associate Dean of Academic and Student Affairs  Date

Please submit to the Business Office with a Request and Authorization to Travel, copies to Division Chair (for academic) and the Associate Dean of Academic and Student Affairs (for academic or non-academic)
Course: ________________________________  Meeting days/time: ________________________________

Intended learning goals and objective (include supply justification for the destination chosen):

How will intended learning goals and objectives be met if student/s are unable to travel?