**REQUEST TO TRAVEL FORM**

*(As you complete this form, we encourage you to utilize the Travel Checklist for assistance!)*

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<thead>
<tr>
<th>Group: __________________________</th>
<th>Individual __________________________</th>
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<tr>
<td>Contact Name: ______________________</td>
<td>Phone/Email: ________________________</td>
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<td>Destination: ________________________</td>
<td>Purpose: ____________________________</td>
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<tr>
<td>(City and State)</td>
<td>(Conference, Convention, Annual Meeting)</td>
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<tr>
<td>Date of Departure: __________________</td>
<td>Time: AM □  PM □</td>
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<td>Date of Return: ____________________</td>
<td>Time: AM □  PM □</td>
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Registration Fee: $______ x ___ (# of students) = $_______
Due Date: _________________________

Website/Address: __________________________
Payment Method: _____________________
(Credit Card or Check)

Method of payment: ☐ Direct from University ☐ Individual(s) ☐ Student Organization ☐ Advisor ☐ P-Card

*Attach registration forms*

**Transportation Method:**

☐ Air $_______  ☐ Train/Bus $_______  ☐ Rental (see below)

# of tickets _____  # of tickets _____  # of vehicles _____

Method of payment: ☐ Direct from University ☐ Individual(s) ☐ Student Organization ☐ Advisor

Rental Vehicle Company _______________________________
Company Address ____________________________________________________________________________
Date of Reservation ______  Name of person(s) who made reservation ___________________________________
Rental Vehicle Cost per day: $________ + Tax $______ ( ___% tax rate) = $_________ total

*Attach list of drivers/passengers, itinerary (airfare, train, bus), quotes, contract, etc.*

Hotel: ________________________________________
Hotel Address: __________________________________
Tax ID#_____________________________________

Cost of Hotel per night: $________ + Tax $______ ( ___% tax rate) = $________ total
(If different rate) $________ + Tax $______ ( ___% tax rate) = $________ total
Indicate: __________ # of nights of stay __________ # of rooms reserved

Total for Entire Stay: $__________  Amount Funded by Funding Board: $ ___________________________

Date of Reservation ______  Name of person(s) who made reservation _______________________________

Method of payment: ☐ Direct from University ☐ Individual(s) ☐ Student Organization ☐ Advisor ☐ P-Card

*Attach hotel quote with confirmation number and total price*

**Other Expenses to be Considered**

provide detailed explanation if miscellaneous:

Taxi Expense $________  Parking Fees $________  Miscellaneous $________

TOTAL COST OF TRAVEL $_______________  TOTAL AMOUNT FUNDED $_____________________

For SG use only: FUND________ ORG________ PROG________ ACTIVITY________
JUSTIFICATION FOR TRAVEL
(How does this benefit your group? What will you gain? What is the advantage to FAU? Will you or your group be presenting or competing?)

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

REQUIRED TRAVEL INFORMATION
If you have additional travelers, you can attach an excel sheet with the below information.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Z Number</th>
<th>Address</th>
<th>Phone</th>
<th>FAU Email</th>
<th>Code of Conduct &amp; Procedure Agreement</th>
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REQUIRED PRE-APPROVALS
I certify all information is accurate and every student traveler is currently enrolled at FAU. I understand if I am travelling with a club, my entire student organization will be held accountable for not following Student Travel Policy, University Controller’s Office and SG Accounting and Budget Office Travel Policies and Procedures, even in my absence. I have read, submitted and agreed to the Student Travel Code of Conduct/Liability Form and Travel Procedure Agreement for the current academic year.

Signature of Traveler     Print     Date

Faculty Advisor (for Individuals)     Print     Date

Staff Advisor (for Organizations)     Print     Date

Student Affairs Advisor (for Organizations)     Print     Date