

Travel Approval Report		
Purpose of Trip:	Destination:	<u>Dates of Trip</u>
		Departure:
		Return:
		Hotel:
Student Name:		University ID #:
Address:		
	<u>Description</u>	<u>Estimated Expense</u>
Transportation - air		\$
Transportation - all other		\$
Lodging		\$
conference designated hotel?	___ Yes ___ No	
** if you are not utilizing a conference designated hotel, you must attach justification explaining why		
Meals		\$
Registration Fee		\$
Miscellaneous		\$
	Total Estimated Expenses	\$
Maximum reimbursible amount approved by Student Org.		\$
Maximum reimbursible amount from other orgs/depts., etc.		\$
**please list names & amounts		\$
		\$
		\$
Org Representative's Signature:		
(please do not sign for yourself)	President or Treasurer	Date