



Student Travel Request

This form is to be used for travel expenses related to a student's academic program/coursework.

Name:	
CUID:	
Purpose of Travel:	
Proposed Travel Dates:	
Proposed Travel Destination:	
Funding Source:	

Estimated Costs	
Lodging:	
Airfare:	
Personal Car Mileage:	
Registration Fee:	
Meals – Travel Allowance:	
Miscellaneous Expenses:	

Total: 0

Review Workflow

Dept Funds: Student → Dept Chair → Accountant → Dean → Returns to Dept Chair & Accountant

Grant Funds: Student → Grant PI → Post Award Manager → Dean → Returns to Accountant & Post Awards Manager

Student: _____

Dept Chair/Fund Approver: _____

Business Manager/Post Award Manager: _____

Acct: 6030 Fund: _____ Dept: _____ Program: _____ Class: _____ Project: _____