



Student Travel Request

This form is to be used for overnight travel 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:

Review Workflow

Dept Funds: Student → Dept Chair → Business Manager → Returns to Student & Dept Administrative Coordinator

Grant Funds: Student → Grant PI → Post Award Manager → Returns to Student, Dept Admin Coord, and Bus Manger

Student: _____

Dept Chair/Fund Approver: _____

Business Manager/Post Award Manager: _____

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