|  |
| --- |
| **Organization:** |
| **Names of Travelers:** |
| **Lead Traveler Contact Information:**  Phone: Email: |
| **Travel Destination:** |
| **Dates of Travel (attach itinerary):** |
| **Purpose of Travel (please be descriptive):** |

|  |  |  |
| --- | --- | --- |
| **Components of Travel** | **Estimated Cost** | **Funding Source**  **(Personal, Club, UAA entity, outside donation)** |
| Transportation (airfare, gas, taxi) |  |  |
| Hotel/Lodging |  |  |
| Registration |  |  |
| Per Diem |  |  |
| Misc. Expenses |  |  |
| **Total** |  |  |

|  |  |
| --- | --- |
| Student Organization Representative (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Student Organization Representative (signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Organization Advisor (signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Leadership Coordinator for SCGL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Director of Student Life and Leadership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |