

GRAYSON COLLEGE

STUDENT TRAVEL REQUEST

Name (Club/Organization) _____ Today's Date: _____

Purpose: _____

Destination of Travel/City etc. _____ Hotel _____ Telephone _____

Dates Covered by this Request Form: _____

Departure Time: _____ To _____ Return Time _____

Mode of Transportation: () College Vehicle () Personal Vehicle () Airline () Other _____

Anticipated Expenses:

- | | |
|------------------------|----------------------------------------------|
| 1. Travel _____ | 1. Number of Students Traveling _____ |
| 2. Registration _____ | 2. Are Student Release Forms Attached? _____ |
| 3. Meals _____ | 3. Sponsor _____ |
| 4. Parking _____ | |
| 5. Taxi _____ | |
| 6. Miscellaneous _____ | |

TOTAL ANTICIPATED TRAVEL EXPENSES: _____

Is Travel Funding Available? () Yes () No

Signature of Person Making Request: _____ Date: _____

Director of Student Programs and Activities _____ Date: _____

Vice President of Student Services _____ Date: _____

11/2013