

# MUSKINGUM

U N I V E R S I T Y

## Request for Student Travel Funds

This form is to request funding to support student travel and should be completed at least three weeks in advance of planned travel. The organizer of student travel must review the Student Travel Policy, complete the Notice of Travel Form, and submit a Student Travel Waiver for each student traveler.

Faculty/staff member(s) requesting funds: \_\_\_\_\_

Department: \_\_\_\_\_ Faculty/staff member(s) cell phone number: \_\_\_\_\_

Name of event to be attended: \_\_\_\_\_

Dates: From \_\_\_\_\_ to \_\_\_\_\_ Location: \_\_\_\_\_

Purpose of Travel:  Academic/Course or Major-Related Number of Students Traveling: \_\_\_\_\_

Brief Description of Travel: \_\_\_\_\_

### Estimated Expenses:

Expense	Estimated Amount
Transportation	
Registration	
Lodging	
Meals	
Other (describe)	
Total Estimated Cost	

### Expected Budget Sources:

Source	Estimated Amount
Department	
Division	
Student Contributions	
Fundraising	
Amount requested from Provost's Office	
Other(describe)	
Total Estimated Budget	

\*\*Student Senate funding is available for student registration costs for club-related events.

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Division Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Provost

\_\_\_\_\_  
Date