

# TRAVEL FUND REQUEST

Sponsoring Organization: \_\_\_\_\_

Name of Individual(s) Traveling in Charge: \_\_\_\_\_

E-mail(s) of Individual(s) Traveling in Charge: \_\_\_\_\_

List of ALL Individuals Traveling: Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

(Attach a separate sheet if needed)

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event: \_\_\_\_\_

Event Dates and Times: \_\_\_\_\_  
(Leaving from San Diego and returning to San Diego)

Event Location: \_\_\_\_\_

Overnight Lodging: Dates \_\_\_\_\_ Name of Hotel/House \_\_\_\_\_

Location \_\_\_\_\_ Phone \_\_\_\_\_

Method of Travel \_\_\_\_\_

Air: Name of Airline \_\_\_\_\_

Departure Date and Flight # \_\_\_\_\_ Return Date and Flight # \_\_\_\_\_

Rented Vehicle: Rental Company \_\_\_\_\_ Phone \_\_\_\_\_

Personal Vehicle: Personal Vehicle Registered to: \_\_\_\_\_

Name(s) of drivers: \_\_\_\_\_

Bus/Chartered Bus: Name of Bus Company \_\_\_\_\_ Phone \_\_\_\_\_

Train: Name of Train Company \_\_\_\_\_ Phone \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Benefits of trip to SDSU/Sponsoring Organization: \_\_\_\_\_

How will you communicate what was learned on this trip to students on campus? \_\_\_\_\_

SPONSORING ORGANIZATION REPRESENTATIVE SIGNATURE

STUDENT ORG. ADVISOR SIGNATURE

DATE

DATE

SPONSORING ORGANIZATION REPRESENTATIVE PRINTED NAME

STUDENT ORG. ADVISOR PRINTED NAME

TELEPHONE

TELEPHONE

E-MAIL

E-MAIL

- Sponsoring Organization must be a College Council or approved student organization.
- All requests must be accompanied by copies of minutes from sponsoring organization or College Council noting approval of request.
- Each organization traveling must complete and submit to A.S. Business Office the A.S. Travel packet at least two weeks prior to beginning of travel.
- Travel allocations are limited to \$500 per student organization per academic year, with a 350 mile one-way ground transportation limit.