

# TRAVEL FUND REQUEST

Student 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: \_\_\_\_\_

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

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

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

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

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: \_\_\_\_\_

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

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

\_\_\_\_\_  
STUDENT ORG. REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
STUDENT ORG. ADVISOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT ORG. REPRESENTATIVE PRINTED NAME

\_\_\_\_\_  
STUDENT ORG. ADVISOR PRINTED NAME

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
E-MAIL

\_\_\_\_\_  
E-MAIL

- The requesting organization must be an Recognized Student Organization (RSO) or College Council.
- Each organization must complete a Travel Packet and email it to: [as.RSObanking@sdsu.edu](mailto:as.RSObanking@sdsu.edu) at least two weeks prior to beginning of travel.
- Travel allocations are limited to \$1,200 per student organization per academic year.