

Student Travel Authorization



This authorization should be completed by student(s) traveling without being accompanied by a full-time university employee. When accompanied by a full-time university employee, the employee should file the trip authorization in Y-Expense and indicate he or she is traveling with a group. When traveling as a student group without a full-time university employee, one form may be filed for the whole group by the student group leader.

STUDENT INFORMATION:

Student Name: _____
 Student ID #: _____
 Mailing Address: _____
 City/State/Zip: _____
 Contact Phone Number: _____
 Email Address: _____
 US Citizen: Yes No
 Student status: Undergraduate Graduate
 Trip Purpose (please be detailed): _____

TRIP INFORMATION:

Destination: _____
 Departure: _____ mm/dd/yyyy
 Return: _____ mm/dd/yyyy
 Faculty/Advisor: _____
 # in Group: _____ (Attach a list of the group)
 Using University Vehicle?: Yes No

Reason student is unaccompanied by full-time employee: _____

Expense Type	Estimated Expenses
Airfare	
Hotel	
Ground Transportation	
Meals	
Other	
Total Trip Expenses	

Op Unit	Account	Class	Amount
ESTIMATED EXPENSES FOR DEPT UNITS:			
ESTIMATED EXPENSES TO BE PAID BY STUDENT:			

DEPARTMENT CHAIR APPROVAL: _____	DATE: _____
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Request for Exception to Undergraduate Student Travel Policy

Dean and Risk Management approval is required if an undergraduate student is traveling without the accompaniment of full-time faculty or staff AND the trip is over 300 miles round trip or overnight. In such cases, the Assumption of Risk and Limited Release Agreement must also be completed by each student.

DEAN APPROVAL: _____	DATE: _____
RISK MANAGEMENT & SAFETY APPROVAL [Campus Address 250 FB]: _____	DATE: _____

Instructions: Complete form and print. Obtain all necessary approval signatures before travel takes place. After the trip, include a copy of this approved document with your receipts in a PDF format attached along with receipts using the document "Expense Report for a Campus Visitor or Student" in Y-Expense.