



Student Life – Student Clubs Travel Request Checklist

*****Out of State Travel Request forms must be submitted to the President, prior to approval. Please attach a copy of the signed and approved request form to this document.**

Name of Student Life Club (include Advisor's Name), Advisor and/or Student Life Employee Requesting Travel Expense funding: (please print)
***Include a roster of students and advisor attending events. Include Cost Center Numbers you will need to access.**

Approval is requested for the following (x all that apply):

Name of Event and sponsor of event:

Location of Event:

Date(s) of event: _____

Registration:

\$ _____

Hotel:

\$ _____

Rental Car: (consider using the Ice Hawks Van for large groups)

\$ _____

Air Fare: (in-country only)

\$ _____

Explain why Student Club Funds requested above are consistent with the use of Student Life Funds ([Student Life Policies](#)):

Does the Club Advisor have an LSC Credit Card?

Total Estimated Costs:

\$ _____

Requestor's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Dean of Students Signature: _____ Date: _____