

STUDENT TRAVEL REQUEST

For conference participation, performance or exhibition

Must be approved prior to travel. Return this form to the Provost's Office, 202 Holmes Hall

Name: _____ Date of Request: _____

Address: _____ Junior ____ Senior ____

Destination of Proposed Travel _____ Mileage from IWU _____

Indicate purpose of travel (conference, performance, or exhibition venue and location) _____

Dates of Proposed Travel: _____

Are you receiving other funds to support this trip? If so, please describe the source and amount of funding you are receiving: _____

Anticipated Travel Expenses:

Transportation: (airfare, train fare, etc.) _____
Ground Transportation (e.g. taxi) _____
Lodging _____
Meals _____
Conference Registration _____
Other (please describe) _____
TOTAL _____

Faculty Sponsor – Amount of support you are recommending for this student: _____

Faculty Sponsor Approval Signature: _____

Please attach a brief description of the program and your role in it, including a copy of the information on the session in which you are participating, or a participation acceptance letter if possible.

-----Do Not Write Below this Line-----

Action by the Provost and Dean of the Faculty

Travel Amount Approved \$ _____ Account to be charged # _____

Signed _____
Provost and Dean of the Faculty

Reimbursement Process:

- Submit travel receipts to department support staff
- Fill out a travel expense voucher (from the Business Office) including your IWU ID#
- Submit travel voucher and receipts to the Provost Office with a copy of the approved travel request

Expense Voucher Authorized: Amount \$ _____ Date paid: _____