

# Group Travel Application

Please type or print clearly.



Paperwork Deadlines:

- Day Trips are due three weeks before departure.
- Travel with overnight stay is due six weeks before departure.

Organization name: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Advisor who will be traveling with students (required): \_\_\_\_\_

Advisor office number: \_\_\_\_\_

Phone number where you can be reached when traveling: \_\_\_\_\_

Date of travel: \_\_\_\_\_

Description of travel:

Overview and importance/relevance to organization (how does this support the mission of the College):

Current organization balance (as of date of application): \_\_\_\_\_

Total number of student travelers: \_\_\_\_\_ Number of advisors: \_\_\_\_\_

## Attachments required:

1. **Group Travel Application Name List**
2. Flier of conference or event.
3. Copy of hotel information.
4. Copy of conference registration which includes registration fees.
5. Travel forms for each student who is attending (after reviewing this application)

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

