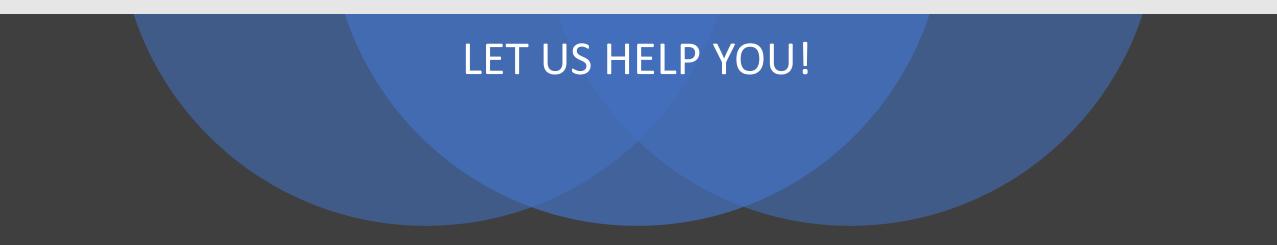
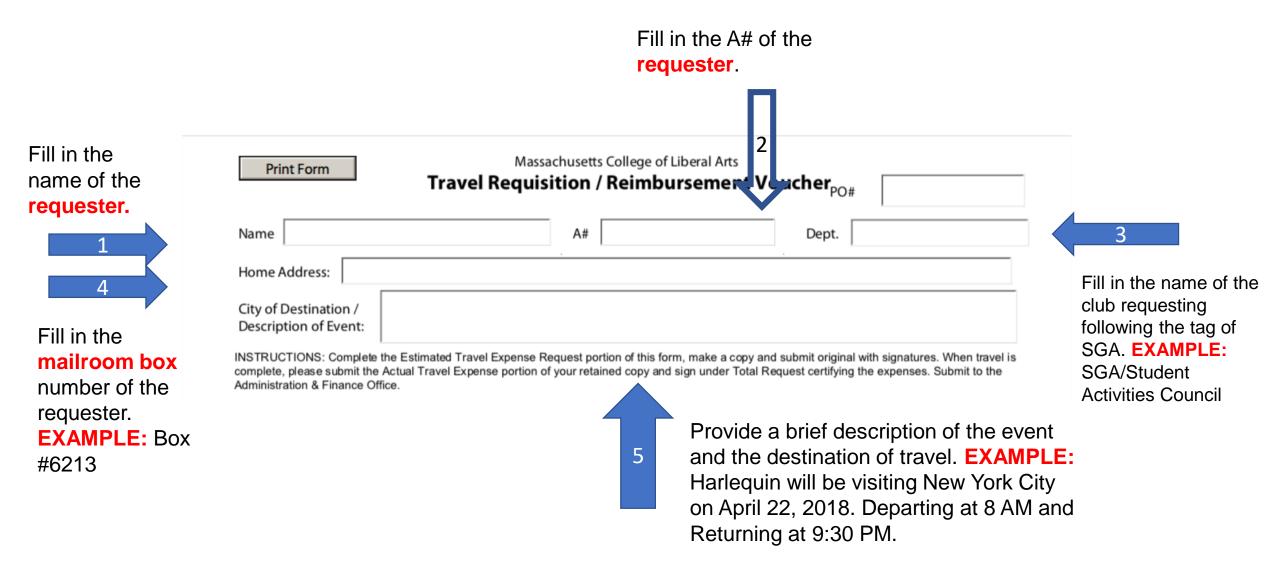


DON'T KNOW HOW TO FILL OUT A TRAVEL REQUEST FORM?!



FOLLOW NUMBERED ARROWS



FOLLOW NUMBERED ARROWS

Fill in both the **departure** and **return** time of the travel.

It is not required for clubs to fill in the **meal** section, but if needed clubs can provide the information needed. **Note:** The stipends are not set. Clubs are able to change the amount to be requested.

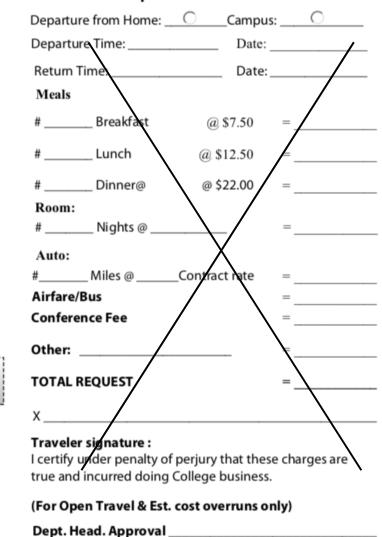
IF IN NEED OF A HOTEL OR PLACE TO STAY, PLEASE CONTACT THE SGA OFFICE MANAGER FOR ASSISTANCE.

IF IN NEED OF TRANSPORTATION, EMAIL THE SGA OFFICE MANAGER TO REQUEST A VAN. OWN VEHICLE IS NOT AN OPTION

YELLOW UNDERLINE, FILL OUT. RED STRIKE THROUGH, DO NOT FILL OUT.

Estimated Travel E	xpenses:	
Departure Time:	Date:	
Return Time:	Date:	
Meals:		
Breakfast	@\$7.50	=
Lunch * * Dinner Room:	@\$12.50 @\$22.00	=
Nights @		=
Auto:		
Miles @	per	contract=
Airfara /Bus		=
Conference Fee		=
Other:		=
TOTAL REQUEST		=
Amount Approved: (If different than reque	est)	=
Advance for Conf. Fee	/Air Fare Requested	? O Yes O No
(Itemized attachments		

Actual Travel Expenses:



If requested any budget money for a trip, a copy of this form will be returned to the requester with the approved check amount.

As a student club, you are allowed to

receive the full amount of a requested

advance. PLEASE CHECK YES!

FOLLOW NUMBERED ARROWS

Make sure to have the **person requesting** to sign and date when finished filling it out.

	Traveler Signature Chairperson Signature				For Office use only			
	Pres./V	.P./Dear	n Signa	ture				
	Fund	Dept	Sub	Obj	Category	Amount		
							* Breakfast/Dinner granted on travel beg 2 hrs before/after regular work schedule	
							** Lunch may only be applied on travel	greater than 24 hrs.
							(Original receipts must be attached)	201006

You Must Also Fill Out the Student Travel Form

Note: Advisors must attend if the destination is over 55 miles round trip unless special approval from the department is given.

TRAVEL INFORMATION & APPROVAL SHEET

This form must be completed at least three weeks before the intended trip and signed by the student coordinating the trip, the Club/Organization advisor and the Student Government Association advisor. In addition, an official MCLA Travel/Leave Requisition form must be completed by the Student Government Association Administrative Assistant as well as any other required paper work.

Once this form is completed and approved, copies will be made and distributed to all participants of the trip. One copy will be kept on file in the SGA office.

Destination Information

Name of
Destination:
Address of Destination:
Phone Number:
Name under which reservations are listed:
Date(s):
MCLA Van(s) Driver(s):
Trip Advisor Information
Is your advisor or a member of the MCLA Faculty/Staff attending the trip?* (please circle one): Yes No *Please note: in some cases a trip advisor may be required in order for the trip to be approved. If it is determined that an advisor is required, and one has not been indicated as attending, you will be notified by the SGA advisor.

If Yes, please fill in below:

Name of Trip Advisor:

Position:

Phone Number: _____ E-mail Address: _____

Date(s):

Partici	pant Infor	mation

Phone Number:

-	

Students are reminded that, even though their trip may take them off campus, they are still responsible for, and will be held accountable to, all policies and procedures as outlined in the College Student Handbook.

Student Coordinator Signature:	Date:
Club Advisor Signature:	_ Date:
Student Development Director Signature:	_ Date:
For Office Use Only:	

Received by:

Date Received:

Student Coordinating the Trip:

Advisor Contacted



Itinerary Must Also Be Attached

(This can be just a typed Word Document)

Example:

Itinerary 1/1/19

8am Leave MCLA11am Arrive at (Location)5pm Leave (Location)6pm Stop for Dinner8pm Arrive at MCLA