

PRE-Travel Document

(please turn into Student Services, 2 weeks prior to travel)

Conference traveling to: _____

Location (City, State): _____

Dates: From _____ To _____

Names of all students attending: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(include another sheet if need more space or include on back)

Source of funds: _____

Amount requesting: _____

All receipts must be turned into Student Services immediately upon return:
(hotel receipts must have zero balance [you must check out]; return ALL airline boarding passes, along with a receipt; mileage must be documented; registration receipt must have name of person(s) and amount; parking receipt dates must match date of conference; do NOT need food receipts, as there is a daily per diem)...

If you have any questions, please ask BEFORE traveling...

Signature: _____

(Organization Treasurer or President must approve by signing this form or by e-mail to Dr. Kenney.)

