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: _______________________________________

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(please 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.)