

# Student Travel Authorization



This authorization should be completed by student(s) traveling without being accompanied by a university employee. When accompanied by a university employee, the employee should file the trip authorization in Y-Expense and indicate he or she is traveling with a group. When traveling as a student group without a university employee, one form may be filed for the whole group by the student group leader.

**STUDENT INFORMATION:**

Student Name: \_\_\_\_\_  
 Student ID #: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Contact Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 US Citizen: \_\_\_\_\_  
 Trip Purpose (please be detailed): \_\_\_\_\_

**TRIP INFORMATION:**

Destination: \_\_\_\_\_  
 Departure: \_\_\_\_\_  
 Return: \_\_\_\_\_  
 Faculty/Advisor: \_\_\_\_\_  
 Authorizing Travel: \_\_\_\_\_  
 # in Group: \_\_\_\_\_ (Attach a list of the group)

Y or N

Expense Type	Estimated Expenses
Airfare	
Hotel	
Ground Transportation	
Meals	
Other	
<b>Total Trip Expenses</b>	\$ -

Op Unit	Account	Class	Amount
ESTIMATED EXPENSES FOR DEPT UNITS:			\$ -
ESTIMATED EXPENSES TO BE PAID BY STUDENT			\$ -
ESTIMATED EXPENSES YET TO BE ASSIGNED:			\$ -

DEPARTMENT CHAIR APPROVAL: _____	DATE: _____
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**Request for Exception to Undergraduate Student Travel Policy**

**Dean and Risk Management approval is required if an undergraduate student is traveling without the accompaniment of full-time faculty or staff AND the trip is over 300 miles round trip or overnight. In such cases, the Assumption of Risk and Limited Release Agreement must also be completed by each student.**

DEAN APPROVAL: _____	DATE: _____
RISK MANAGEMENT & SAFETY APPROVAL: _____	DATE: _____

**Instructions:** Complete form and print. Obtain all necessary approval signatures before travel takes place. After the trip, include a copy of this approved document with your receipts in a PDF format attached along with receipts using the document "Expense Report for a Campus Visitor or Student" in Y-Expense.