Student Travel Request Form

This form is to be completed by the president or designee of the student organization, club, or fraternity. Please note only students who are serving as a presenter, delegate, or competitor are eligible to receive partial or full-funding by the Office of Student Affairs.

Date: _____
Student Organization, Club, or Fraternity: _____
Name of student completing form and role: _____
Email address: _____
Name of Meeting or Conference: _____
Date(s) of Meeting or Conference: _____
Location of Conference (City, State): _____
Early Registration Deadline: _____

**Please attach a copy of the meeting or conference schedule.*

Please list the students who have received approval from the Office of Academic Affairs to attend the meeting or conference.

Student Name	Year (P1, P2, P3, P4)	Contact Information (Phone number and email)	Reason for Attendance (Poster presenter, competition winner, delegate, attendee, etc)

Student Name	Year (P1, P2, P3, P4)	Contact Information (Phone number and email)	Reason for Attendance (Poster presenter, competition winner, delegate, attendee, etc)

For students presenting a poster, please list the authors and title of the poster.
Poster Authors and Title:

_____
_____
_____
_____
_____
_____

For students participating in a competition, please list the student names and the name of the competition (e.g. Quiz Bowl, Clinical Skills Competition, Patient Counseling Competition, etc).
Student Names and Competition:

_____
_____
_____
_____
_____
_____

FOR OFFICE USE ONLY

Received by Student Affairs Coordinator: _____ Date: _____

Approved by Assistant Dean of Student Affairs: _____ Date: _____