



**TRANSPORTATION NEEDS**

Please check all that apply

- Airplane     Airport Shuttle     Charter Bus     Car Rental     College Van     Train

*\*Please note as per college regulation 4.3501R, Travel Mileage and Other Reimbursable Expenses, a rental car will only be approved in extraordinary circumstances*

**LODGING NEEDS**

Please check which rooms you need and note the number of each on the line provided

- Single    \_\_\_\_\_     Double    \_\_\_\_\_     Triple/Quads    \_\_\_\_\_

**EXPECTED COST BREAKDOWN:** Please itemize all expenditures for the proposed trip

*Student Cost*

Number of Students    \_\_\_\_\_

Conference Registration    \$ \_\_\_\_\_

Transportation Needs    \$ \_\_\_\_\_

Lodging Needs    \$ \_\_\_\_\_

Food    \$ \_\_\_\_\_

Miscellaneous    \$ \_\_\_\_\_

Expected Student Total    \$ \_\_\_\_\_

*Advisor Cost*

Number of Advisors    \_\_\_\_\_

Conference Registration    \$ \_\_\_\_\_

Transportation Needs    \$ \_\_\_\_\_

Lodging Needs    \$ \_\_\_\_\_

Food    \$ \_\_\_\_\_

Miscellaneous    \$ \_\_\_\_\_

Expected Advisor Total    \$ \_\_\_\_\_

Please note as per the travel guidelines Student Life & Activities will pay the cost of one advisor for every ten students. (1-10 students 1 advisor paid for; 11-20 students 2 advisors paid for, etc.)

**TOTAL EXPECTED TRAVEL COST: \$ \_\_\_\_\_**

*Any decision by the Finance Committee may be appealed directly to the Associate Director of Student Life & Activities. All appeals must be in writing and presented to the Associate Director within 72 hours of the Finance Committee's decision.*