

STUDENT TRAVEL AUTHORIZATION FORM

(Revised July 2013)

To be completed and submitted to **FIDC** BEFORE taking a trip.

I. Name of Requestor _____ **Date** _____
Name of Dept/Office _____
Name of Students Attending (may attach separate list) _____

II. Purpose of Travel (If it is a meeting/workshop/course, provide the name. Also attach relevant material, if necessary.):

Destination of Travel: _____
Dates of Travel: _____

III. Budget

a. Transportation Cost Estimate (You **MUST** complete an estimate for one of the below five modes. If one of the five is not indicated you **MUST** explain how you are traveling to and from your destination. In addition, if an auto is being driven to/from the airport/train station, for example, that must be indicated as well. Submit the yellow copy of the Physical Plant Vehicle Authorization Reservation form that you received when checking out your auto with your Travel Expense Record (reimbursement) form when you return from your travel. That will indicate your mileage used based on odometer readings.)

Air	From _____	To _____	\$ _____
Personal auto*	From _____	To _____	\$ _____
College auto**(36/mi.)	From _____	To _____	\$ _____
College van**(42/mi.)	From _____	To _____	\$ _____
Train	From _____	To _____	\$ _____
Other _____	From _____	To _____	\$ _____

* (personal auto can only be used if a college auto is not available; use \$.20/mile if college auto is available, yet using personal auto). ** (reserve auto with physical plant)

Total estimated roundtrip mileage if using auto or van : _____

b. Other Expenses

Registration Fees \$ _____
Meals \$ _____
Lodging _____ nights @ \$ _____
Other _____ \$ _____

TOTAL OVERALL ESTIMATE \$ _____

IV. Approval

FIDC Travel Chair _____ Date _____