

# TRAVEL REQUEST/FILE FOR FUNDS

Student Government Association  
*Accounting Department*

**(PLEASE PRINT)**

Department/Committee/Club: \_\_\_\_\_

Purpose of Request (Please check one)  Meeting  Conference  Workshop  Seminar

Official Name of Event: \_\_\_\_\_

Traveler's Name: \_\_\_\_\_ Panther ID#: \_\_\_\_\_

Benefit To The State: \_\_\_\_\_

Place of Destination: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

Mode of Transportation  Airplane  Bus  Train  Own Car Cost: \$ \_\_\_\_\_

Registration Fee \_\_\_\_\_ Car Rental Fee \_\_\_\_\_ Per Diem \_\_\_\_\_

Other \_\_\_\_\_

## Authorized Signature(s):

Committee Member:  \_\_\_\_\_

Organization Chairperson:  \_\_\_\_\_

Administrator:  \_\_\_\_\_

## Contact Information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone #(s): (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Page) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Please return to SGA Comptroller WUC 141P**