



# Funds Request & Travel Rationale Form

\_\_\_\_\_  
Date of Request

Club / Organization Name \_\_\_\_\_

Club Advisor \_\_\_\_\_ Phone \_\_\_\_\_ Room \_\_\_\_\_

Event \_\_\_\_\_

Date(s) \_\_\_\_\_

Location \_\_\_\_\_

Mode of Transportation \_\_\_\_\_

Rationale for Attendance: \_\_\_\_\_

Benefit to Organization: \_\_\_\_\_

Number of Students in Organization \_\_\_\_\_

\_\_\_\_\_  
Signature of Club Advisor, or Faculty / Staff Chaperone      Date

\_\_\_\_\_  
Department Supervisor      Date

\_\_\_\_\_  
Director of Student Life Approval      Date