



Office of Student Activities

Student Organization Advisor Travel Authorization

Please attach a completed "Out of State Travel Authorization" form, as well as, official event paperwork that provides details of the event (brochure, webpage, registration form, etc.). All of these materials should be submitted to the Office of Student Activities, at least one month in advance of travel. Upon receipt the Director of Student Activities will verify the travel with all appropriate College officials and process the funding request through ATSAC.

Student Organization: _____

Advisor Name: _____

Phone: _____ *Email:* _____

Destination (city, state, country): _____

Date(s) of Travel: _____

Reason for Travel: _____

Number of Students Attending: _____

How will instructional time and/or other job duties be covered? _____

Advisor Signature: _____

Date: _____

Student Organization Representative Signature: _____

Date: _____

Advisors Supervisors Signature: _____

Date: _____

To be completed by the Office of Student Activities.

Signature of the Director of Student Activities (paperwork is in order and trip validation):

_____ *Date:* _____

Signature of the Overseeing Vice President (leave plan is approved):

_____ *Date:* _____

Signature of ATSAC Officer (funding is approved):

_____ *Date:* _____

Signature of the College President (overall trip is authorized):

_____ *Date:* _____