STUDENT CAUCUS TRAVEL REQUEST FORM FOR "INTER-ISLAND" TRAVEL
[as of July 2013]

Name of Student: _____ **UH ID #:** _____

Email: _____ @ hawaii.edu **Phone #**: _____

Birthdate: (Month/Day/Year) _____ **Gender**: ☐ Male ☐ Female

Name of Your Campus: _____

*Note: The name you provide MUST match the government-issued ID
(i.e. driver's license) that you bring to the airport

Departure Date: _____ **Departure Time**: _____

Return Date: _____ **Return Time**: _____

Please check one box for your origin and one box for your destination:

FROM:	☐ Honolulu	☐ Hilo	☐ Lihue	☐ Kahului	☐ Kona
TO:	☐ Honolulu	☐ Hilo	☐ Lihue	☐ Kahului	☐ Kona

By signing this travel request form, I understand that, should I be unable to travel after a reservation has been made by the University, I must notify the Office of the Vice President for Student Affairs by 12 noon on the day before the scheduled Student Caucus meeting. If I am unable to do so, I will call the airline directly to cancel the flight. I am liable for costs incurred should I miss or change my flight after a confirmed reservation has been made, and an administrative "hold" will be placed on my student status (preventing registration changes, transcript orders, diploma orders, etc.) until the payment has been made in full.

_____ _____

Signature (if e-mailing, please type your name here) **Date**

Please Fax or Email to:

Carol Saiki-DelaCruz
Office of the VP for Student Affairs
Fax: (808)956-9701
Email: carol701@hawaii.edu