



Kirkwood Community College
STUDENT TRAVEL REQUEST

1. Class, organization, club, program making request: _____
2. Requested by: _____ Date: _____
3. Destination of trip: _____ Date: _____
4. Explain how the trip will be funded:

5. How will the trip enhance the educational goals of the class, club, or organization making this request:

6. How much will the trip cost with regard to transportation, registration fees, food, lodging, etc.:
a. Per Person _____ b. The Group _____
7. How many students and faculty will be going on the trip:
a. Students _____ b. Faculty _____
8. If faculty will miss other class responsibilities, how will those classes be covered:

TRAVEL REQUEST GUIDELINES:

- I. In district travel: 5 days advance to the appropriate Dean.
- II. Out-of-district/In-state travel: 10 days in advance for one day trips, 20 days if overnight travel is necessary, with approval of the Dean.
- III. Out-of-state within 350 miles or contiguous state: Preferably at the beginning of the academic year and prior to commencing fund-raising activities, with the approval of the Dean.
- IV. Trips using club or activity fee money must meet established guidelines and be approved by the Student Life Office.

APPROVALS:

1. Student Life: _____ Date: _____
2. Dean: _____ Date: _____

This completed form containing all approval signatures should be attached to the funding requisition form. Additional information should be listed on a separate sheet.

Copy to: Originator
 Dean