Missouri State University
College of Business

Student Organization Pre-Approval for Travel Funding and Request for Advance

Use this worksheet to determine funding needs for events and conference travel. Please include all expenses the organization or individual will incur in order for your home department to make an accurate decision in the funding process. All organizations are required to follow the University's Student Organization Travel Policy as outlined in the Student Organization Handbook.

Event		
Purpose of the trip		
Location		
Dates of travel	**From:**	**To:**

Estimated Travel Expenses						
Transportation & Registration						
Airfare	# of people:		Cost per ticket:			
University Vehicle	Type:		# of miles:		Cost per mile:	
Rental Vehicle	Agency:		Rental Cost:			
Registration / Entry Fees	# of people:		Cost per Person:			
Lodging						
Number of rooms:		Cost per night:			# of nights:	
Number of people per room:		# of Males			# of females:	
Additional Expenses						
Parking						
Taxi						
Tolls						
Food						
Other (add additional rows if necessary)						
					Total Expense	
					Less Cash Advance	
					Total Amount of Funding Requested	

Any misrepresentation in these materials may result in the forfeiture of any allocated funds. It is also my understanding that it is the organization's responsibility to complete any necessary financial paperwork and meet all deadlines as outlined by the COB.

_____ _____

Student Organization President Date Faculty Advisor Date

_____

Department Head Date

This section is to be completed after the trip has taken place.

I have completed a travel expense report and have included all necessary financial paperwork and documentation in order to receive reimbursement.

Actual costs incurred totaled _____. Reimbursement is requested in the amount of _____.

_____ _____

Student Organization President Date Faculty Advisor Date