

**STUDENT TRAVEL REQUEST**  
**For conference participation, performance, or exhibition**  
*Must be approved prior to travel.*

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_ Junior \_\_\_\_ Senior \_\_\_\_

Destination of Proposed Travel \_\_\_\_\_ Mileage from IWU \_\_\_\_\_

Indicate purpose of travel (conference, performance, or exhibition venue and location) \_\_\_\_\_

Dates of Proposed Travel: \_\_\_\_\_

Are you receiving other funds to support this trip? If so, please describe the source and amount of funding you are receiving: \_\_\_\_\_

**Anticipated Travel Expenses:**

Transportation: (airfare, train fare, etc.)	\$ _____
Ground Transportation (e.g. taxi)	\$ _____
Lodging	\$ _____
Meals	\$ _____
Conference Registration	\$ _____
Other (please describe)	\$ _____
<b>TOTAL \$</b>	_____

Faculty Sponsor – Amount of support you are recommending for this student: \_\_\_\_\_

Faculty Sponsor Approval Signature: \_\_\_\_\_

Please attach a brief description of the program and your role in it, including a copy of the information on the session in which you are participating, or a participation acceptance letter if possible.

-----Do Not Write Below this Line-----

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**\* To be completed by the Dean of Curricular & Faculty Development**

Travel Amount Approved \$ \_\_\_\_\_ Account to be charged # \_\_\_\_\_

Signed \_\_\_\_\_  
*Dean of Curricular & Faculty Development*

**Reimbursement Process:**

1. Fill out a travel expense voucher (from the [Business Office](#)) including your IWU ID#
2. Submit travel voucher and receipts to the Dean of Curricular & Faculty Development with a copy of the approved travel request

Expense Voucher Authorized: Amount \$ \_\_\_\_\_ Date paid: \_\_\_\_\_