

# Club Programming Committee

## Travel Application

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Name: \_\_\_\_\_ RUID #: \_\_\_\_\_ Graduation date: \_\_\_\_\_

Club/Organization: \_\_\_\_\_ Departure date: \_\_\_\_\_

Destination: \_\_\_\_\_ Return date: \_\_\_\_\_

Purpose of trip and expected benefits: *Please use additional paper, if necessary.* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Estimated Expenses:** *Please refer to the first page of the "Travel Funding Guidelines" for the tiered system for travel amounts. The amounts listed below should reflect the amounts provided in the tiered system, based on how many students will be traveling.*

Auto: \_\_\_\_\_ days at \_\_\_\_\_ per day = \$ \_\_\_\_\_

\_\_\_\_\_ miles at \_\_\_\_\_ per mile = \$ \_\_\_\_\_

\*Air: From: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

To: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

*\*Airfare quotes and reservations can be obtained through Christian Travel in Radford, VA.  
If interested in that option, please call (540)639-9388 to obtain your airfare quote.*

Lodging: \_\_\_\_\_ nights for \_\_\_\_\_ rooms at \$ \_\_\_\_\_ per night = \$ \_\_\_\_\_

Registration: \_\_\_\_\_ per person for \_\_\_\_\_ people = \$ \_\_\_\_\_

Other (Itemize): \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Expenses: \$ \_\_\_\_\_

Please list names and graduation dates of other University attendees:

\_\_\_\_\_

\_\_\_\_\_

Source of Funds: 50234 \_\_\_\_\_  
*Account Number Signature of Requester Signature of Advisor*

### Approvals:

Assistant VP Approved \_\_\_\_\_ Amount \$ \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_

Vice President Approved \_\_\_\_\_ Amount \$ \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_

President Approved \_\_\_\_\_ Amount \$ \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_