



STUDENT TRAVEL REQUEST FOR APPROVAL FORM

TO BE COMPLETED BY TRAVEL SPONSOR
Return Completed Form to the Department Chair/Unit Supervisor

Domestic Travel **International Travel**

Travel Sponsor: _____ EMPL ID: _____ Phone: _____

On Campus Contact During Travel _____ Phone: _____

Department/Unit: _____ Program/Organization: _____

Travel Start Date: _____ Travel End Date: _____
(Any independent student travel prior to or after these dates is not considered part of the DSU program.)

Travel Site/Destination: _____

Purpose of Travel: _____
(Attach tentative itinerary including contact person/s, address/es, phone numbers, and e-mail address/es if available.)

Mode of Transportation:

To Site: _____ While at Site: _____

Travel Expense:

Estimated Cost of Trip: _____ FUND: _____ DEPT: _____

Student Participants:

(Students may be required to provide proof of additional insurance for international travel)

Last Name	First Name	EMPLID	Passport # for International Travel
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Last Name	First Name	EMPLID	Passport # for International Travel
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other Participants including ancillary faculty, staff, volunteers, chaperones:

If more space is needed, attach a complete list of all students and/or other participants with the relative information.

Competent Authority:

Instructor/Supervisor

Date

In Case of Emergency Call:
Student Affairs and Enrollment Management (SAEM): 701.483.2089 (day)
Dr. Melanie V. Tucker, VP SAEM: 701.483.3984

Total Students	_____
Total Other	_____
Total Days	_____

Return Completed Form to the Instructor/Supervisor

Copy to: VP Student Affairs and Enrollment Management
Facility Operations at time vehicle is checked-out
(Student participant list must be current at time of vehicle pick-up)

Attach a copy to the Travel Expense Voucher for payment upon return.