

Intent to Travel – Student Organizations

Must be submitted no less than 10 work days before you travel.
Be sure to turn in your checklist document as well.

Organization:	Date Submitted:
Traveler's Name:	Cell Phone:
Are you employed with the University?	Department Employed:

Note: If you are employed as a student your travel will be handled as a university employee.

Dates of Travel				
Beginning Date		Start Time		Total Days Requested
Ending Date		End Time		

<p>Traveler Information</p> <p>Conference/Program/Trip:</p> <p>Web Address of Conference: (attach conference information)</p> <p>Applied for an International Service Learning Grant: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Will your student organization be covering your any of your travel expenses? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Emergency Contact Information:</p>
--

Date of Birth:	Domestic Travel City: State:	International Travel Country:
Benefit to UT Southwestern		

Planned Expenses for Reimbursement for Trip: Circle below what UTSW will pay.					
Air Fare, Taxi, Shuttle, Rental	Meals	Lodging	Registration	Incidentals	TOTAL
\$	\$	\$	\$	\$	\$
Circle Expenses that will be covered by your student organization:					
Air Fair/Taxi/Shuttle	Meals	Lodging	Registration	Incidentals	Parking

Traveler's Signature	
I certify that the information provided by me in this document is, to the best of my knowledge, true and correct.	
Signature_____	Date_____

Report's To Signature	
Signature_____	Date_____