**Request for Student Travel Form**

This form applies to all University-sponsored travel involving students initiated by an SRU employee, office, or department. Student organizations must request approval for travel through CORE. Once approved, additional steps as outlined in the SRU Student Travel Policy must be followed.

|  |  |  |  |
| --- | --- | --- | --- |
| Trip Leader \* | Click or tap here to enter text. | Destination | Click or tap here to enter text. |
| Department | Click or tap here to enter text. | Departure Date | Click or tap to enter a date. |
| Reason for Travel | Click or tap here to enter text. | Return Date | Click or tap to enter a date. |

\* For students traveling individually, they serve as the trip leader and must abide by all student travel policies.

|  |  |
| --- | --- |
| Travel is: Choose an item. | Travel is: Choose an item. |

All travel outside of the contiguous United States (including Alaska and Hawaii) is considered international travel by Slippery Rock University.

**Group Travel Details**

All group travel must have 1 trip leader per 12 student travelers. Any deviation from the 1:12 ratio must be approved by Vice President/Provost.

|  |  |
| --- | --- |
| Anticipated number of student travelers | Click or tap here to enter text. |
| Additional trip leaders | Click or tap here to enter text. |

I am requesting an exemption from the 1:12 ratio: Choose an item.

**Mode of Transportation** (check all that apply)

SRU Vehicle(s)

Rental vehicle(s)

Personal vehicle(s)

Regularly scheduled carrier (i.e. Greyhound, Amtrak, American Airlines)

**Estimated Travel Expenses**

Please estimate the total cost of each category based on the total number of travelers, including both students and trip leaders. Please note: Students are responsible for paying their own meals with the following exceptions: a group meal that is related to the purpose of the trip or meals already included in registration fees, hotel charges or complementary meals as provided by a host organization. University employees serving as trip leaders will be reimbursed for meal expenses per the employee travel policy.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Estimated cost per student traveler | Estimated cost per trip leader | Estimated total for all travelers |
| Lodging | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Airfare | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Ground Transportation | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Registration fees | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Meals | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other Costs such as museum fees, performance tickets, etc. (please specify) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Budget Sources** (check all that apply and indicate fund center or account name, if applicable)

University departments may allot up to $500 per student for travel. Funding exceeding $500 per student must be approved by the division Vice President or Provost.

|  |  |  |
| --- | --- | --- |
| University budget | Fund center Click or tap here to enter text. | Estimated amount Click or tap here to enter text. |
| Slippery Rock University Foundation | Foundation account Click or tap here to enter text. | Estimated amount Click or tap here to enter text. |
| Slippery Rock Student Government Association | | Estimated amount Click or tap here to enter text. |
| Group fundraising or group sales |  | Estimated amount Click or tap here to enter text. |
| Students will contribute out-of-pocket |  | Estimated amount Click or tap here to enter text. |

I am requesting to exceed $500 per student: Choose an item.

In addition to this form, please attach a rough itinerary for the trip including proposed travel dates and destinations.

**International travel**

The Office for Global Engagement (OGE) will review the trip for potential risks, liability concerns, and potential or active travel advisories for any proposed destinations and provide recommendations and feedback to the respective division Vice President prior to their approval. Proposed international travel with less than a six-month lead time, must be approved by the President.

OGE recommends this travel request as written: Choose an item.

OGE comments: Click or tap here to enter text.

**Approvals: All travel requests must be approved by a Dean or Director. Additional approvals are required for any exceptions to the travel policy as outlined below.**

|  |  |
| --- | --- |
| **Dean/Director** Click or tap here to enter text. | **Date** Click or tap to enter a date. |
|  |  |
|  |  |
| **Provost/Vice President** Click or tap here to enter text. | **Date** Click or tap to enter a date. |
| I approve an exception to the 1:12 ratio | Choose an item. |
| I approve an exception to exceed $500 per student | Choose an item. |
|  |  |
| **President** Click or tap here to enter text. | **Date** Click or tap to enter a date. |
| I approve an exception to 6-month timeline for international travel | Choose an item. |