

TRAVEL / CONFERENCE REQUEST

- ATTACH CONFERENCE / EVENT / MEETING INFO
- A CODE OF CONDUCT FORM IS STRONGLY ENCOURAGED FOR EVERY TRAVELER
- COMPLETE ONLINE DRIVER AUTHORIZATION 3 WEEKS IN ADVANCE



CONTACT INFO

ORGANIZATION NAME

CONTACT NAME

CELL #

EMAIL

EVENT INFO

NAME OF EVENT

LOCATION OF EVENT

DATE(S) OF TRIP

PURPOSE OF TRIP

DEPARTURE

DATE _____ TIME _____ AM PM

RETURN

DATE _____ TIME _____ AM PM

PARTICIPANT INFO

PARTICIPANT NAME	CELL #	DRIVER	
		NOT DRIVING	APPROVED
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

*USE THE **ADDITIONAL PARTICIPANTS PAGE** FOR MORE PARTICIPANTS IF NEEDED.

REGISTRATION / CONFERENCE INFO

DO NOT NEED

# OF ATTENDEES	COST PER PERSON	TOTAL COST
	\$	\$

OR MAKE CHECK PAYABLE TO:

NAME

MAIL CHECK TO

CITY / STATE / ZIP

REGISTRATION DEADLINE

REGISTRATION URL

- Organizations are funded by segregated university fees and these funds cannot be used for academic, personal, political, commercial gain, or other purposes not authorized by UW-System policy.
- By signing this form you are committing your funds for the event / conference listed above.
- If a student does not use the ticket for the conference/event listed above the cost of the registration fee must be repaid.

MUST SIGN AUTHORIZATION ON SIDE B

SIDE A

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TRANSPORTATION INFO

HOW ARE YOU TRAVELING?

PERSONAL VEHICLE METRA RENTAL

OTHER: _____

EXPECTING REIMBURSEMENT?

GAS PARKING TOLLS OTHER

HOW WILL YOU BE REIMBURSED?

SEG FEES PRIVATE ACCOUNT OTHER

VEHICLE RENTAL

DAILY RENTAL RATES (2019-2020) FOR ENTERPRISE RENT-A-CAR

DO NOT NEED

COMPACT 1-4
\$32

STANDARD 4-6
\$34

FULL SIZE 4-5
\$34

MINI-VAN 4-8
\$54

OF VEHICLES

OF VEHICLES

OF VEHICLES

OF VEHICLES

VEHICLE DRIVER AUTHORIZATION

The Campus Activities & Engagement staff will review the request and attempt to reserve a vehicle after insuring that it is an appropriate use of a state approved rental vehicle (that the trip is in line with the mission of the institution and student organization and is educational in nature) and that the student organization has funding allocated for the trip. The student organization will be notified via e-mail regarding the request status. The student organization **MUST** have an adequate number of authorized drivers (minimum of two (2) per vehicle) before the trip can be approved and processed.

Please list all participants on **SIDE A**. Check driver authorization box for those driving.

AUTHORIZATION REQUIRED

ORG. PRESIDENT

SIGNATURE

PRINT NAME

DATE

I WILL NOT BE TRAVELING WITH THE GROUP.

CA&E

SIGNATURE

PRINT NAME

DATE

I have read and understand the Rental Vehicle Guidelines, as stated in the **Student Organization & Advisor Handbook**, under section "travel guidelines", page 30.

DATE RECIEVED

ADDITIONAL PARTICIPANTS

EVENT INFO

NAME OF EVENT _____

LOCATION OF EVENT _____

DATE(S) OF TRIP _____

PURPOSE OF TRIP _____

PARTICIPANT NAME	CELL #	DRIVER	
		NOT DRIVING	APPROVED
		<input type="checkbox"/>	<input type="checkbox"/>
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