



Office of Student Activities

Student Organization Travel Authorization Form

***This form is to be used by student organizations to request permission to travel to conferences, seminars, etc. as a registered student organization. Please submit this form at least 21 business days before planning to travel. If traveling outside the state of Georgia, please attach a completed “Out of State Travel Authorization” form as well as official event paperwork providing details of the event (brochure, webpage, registration form, etc.). All of these materials should be submitted to the Office of Student Activities, at least 21 business days in advance of travel. Upon receipt, the Director of Student Activities will verify the travel with all appropriate College officials and process the funding request through ATSAC if necessary.**

Organization Name: _____

Purpose of Trip: _____

Dates of Trip: _____

Destination: _____

Name of Adviser Traveling with Club: _____

Adviser (Phone & Email): _____

Please list the names of students participating or traveling with the organization:

Student Name (Please Print)

Student Name (Please Print)

