

## **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 <u>at least</u> 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 tra	veling with the organization:
Student Name (Please Print)	Student Name (Please Print)

Please list the names of additional chaperones/adviso	s planning to travel if necessary	<i>י</i> :
Approval for student organization travel:		
Student Organization Representative Signature	Date	
Organization Adviser	Date	
Advisor's Supervisor	Date	

To be completed by the Office of Student Activitie	5:	
Director of Student Activities	Date	
Vice-President of Student Affairs	Date	
President of the College (overall authorization)	Date	