



**NIAGARA
UNIVERSITY**

Student Organization Travel Proposal Form

*All travel proposals sponsored by a Niagara University student organization must submit this form to the Office of Campus Activities. **This proposal, along with trip itinerary must be submitted at least four (4) weeks prior to the proposed trip. For any international travel, this form must be submitted two (2) months prior to proposed trip.** Travel arrangements (flight, hotel, etc.) should NOT be made until proposal has been approved by the Office of Campus Activities. Once approved, these arrangements can be made with the assistance of Campus Activities.*

Today's Date: _____

Name of Club/Organization: _____

Club Contact: _____ Phone#: _____

Destination City & State (or Country): _____

Departure Date: _____ Return Date: _____

Mode of Transportation: _____

Must include proposed airline & flight #, Charter Company etc.

Return Transportation: _____

Must include proposed airline & flight #, Charter Company etc.

Hotel Name, Address, Phone: _____

Host Information: _____

School, Venue, Competition, Conference Name

Host contact: _____ Host phone: () _____

Passport needed: Y__ N__

Visa Needed: Y__ N__

Purpose of Trip:

Contact Information for the advisors attending the trip. The advisor(s) should be a full-time NU employee (faculty or staff member). Use the NU email account for employees.

Contact Person: _____ Cell #: _____

Office #: _____ Email: _____

Alternate Person: _____ Cell #: _____

Office #: _____ Email: _____

Club Advisor:

Name: _____ Signature: _____

Proposed Costs of Trip

Description	Cost per student	Cost for () Students	Approximate NUSGA funding	Dept. Funding (If applies)	Total Club Cost	Total cost per student
Conference fees						
Lodging Costs						
Transportation						
Luggage Costs						
Food/Meals						
Other costs - explain						

(Please ensure that your student organization bank account has the funds to cover the proposed trip.)

List of Students Attending Trip (if known):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please turn in with the Travel Proposal, a separate Tentative Itinerary for your trip, describing the events of each day.

This form and itinerary should be turned into the Office of Student Engagement.

Approved Date: _____

Mati Ortiz, Director of Campus Activities