



NIAGARA UNIVERSITY

Student Organization Travel Approval Form

All travel proposals sponsored by a Niagara University student organization must submit this form to the Campus Activities Office. 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 the sponsoring organization: _____

Club Contact: _____

Phone Number: _____

Destination City & State (or Country): _____

Departure Date: _____

Return Date: _____

Desired Transportation (Please mark):

Desired Transportation (Please mark):

Bus___ Plane___ Other___

Bus___ Plane___ Other: ___

Time of Day (Please mark):

Time of Day (Please mark):

Morning___ Midday___ Evening___

Morning___ Midday___ Evening___

Hotel (Name, Address, Phone): _____

Host Information: _____

School/Venue/Competition/Conference Name

Host Contact: _____

Host Phone: _____

Passport Needed: Yes / No

Visa Needed: Yes / No

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 Advisor: _____

Alternative Advisor: _____

Phone: _____

Phone: _____

Office Extension: _____

Office Extension: _____

Email: _____

Email: _____

Proposed Trip Costs

Description	Conference fees	Lodging Costs	Admission Costs	Transportation	Luggage Costs (student covered)	Other Costs (ex. add. admission)
Full Cost						
Approximate NUSGA funding						
Dept. Funding (if applies)						
Total Club Cost (total – NUSGA/Dept.)						
Cost per student						
Total Cost for Trip:				Current Account Balance:		

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

List of Students Attending the Trip:

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Please attach a separate Tentative Itinerary for your trip, describing the events of each day with this Travel Proposal to the Campus Activities Office.

Signatures of Approval

Club Representative:	Date:
Club Advisor:	Date:
Director of Campus Activities:	Date: