

Student Travel Request Form

This form must be completed by the person requesting funding and submitted a minimum of five weeks prior to travel dates for the trip to be considered for College of Business funding. Additional forms and/or information may be required. All participants information must be submitted directly to Fran Klensch, Administrative Assistant in person (Ballentine Hall – Dean’s Suite) or via email at fklensch@uri.edu.

NOTE: If travel is approved it will be decided prior to travel EXACTLY which costs are being funded. Additional costs will NOT be paid after travel

Legal Name (*Exactly as Shown on Government ID*): _____

Email: _____ Cell Phone: _____

Faculty Advisor: _____ Email: _____

Destination: _____ Travel Date(s): _____

Conference/Event Name: _____

Purpose of Travel: _____

Hotel (*Name, address and phone number*):

Approximate Cost of Travel Expenses:

Airfare/Train/Bus/Mileage _____

Hotel _____

Conference Registration _____

Other _____

Name of each attendee (Name must match government issued ID):

1)	2)	3)	4)	5)
6)	7)	8)	9)	10)

Faculty Liaison Signature: (*Faculty must approve prior to request*) _____

All forms should be returned to Fran Klensch, Administrative Assistant at fklensch@uri.edu

For Office Use Only: Approved _____ Funding _____ Staff _____
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