Travel Request Form

Important: For day trips, travel form is due 2 weeks before departure. For overnight trips travel form is due 4 weeks before departure. All trips out of the country must be done through the official travel agency of NCC and approved by the finance office. Failure to provide the requested documents and information might result in cancelation of the trip.

Attachments Required: □ List of participants
□ Quote/Invoice
□ Payment Request Form
□ Travel waivers
□ Authorized Minutes
□ Promotional Materials

Club sponsoring the event: ________________________________

Name of the trip: ________________________________

Date of departure: ______/_____/__________
Date of return: ______/_____/__________

Name of Chaperone(s) for the trip: ________________________________
(chaperone must be faculty or staff)

Cell phone number while traveling: ________________________________

Primary Population(s) to be served: □ Club Members
□ NCC students □ Entire College

How will the NCC Student Body benefit from this trip?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Amount your club is contributing: From Allocated Account: $__________
From Revenue Account: $__________

Is there any other club or program providing funding for the trip? □ Yes □ No

If yes: Club or program providing funding ________________________________,
amount provided: $__________________

(Please provide minutes and from club providing the funding and add account & org numbers in your purchase request)

Is there a charge for participants? □ Yes □ No

Amount requested from each participant: $______________
Total amount collected: $______________

Deadline for refunds: ______/_____/__________
(a copy of the refund request must be sent to the Student Activities office before the deadline)

Club’s Revenue Account: Fund DH__________ ORG__________

Important: All payments must be directly deposited at the business office into the revenue account of the club.
Payments receipts from all participants need to be attached to this form.

Applicants Name: ________________________________
Applicant’s Phone: ________________________________

Club Title: ________________________________
Email: ________________________________

Applicant: ________________________________ date: ______/_____/_____ Advisor: ________________________________

Signature ________________________________ date: ______/_____/_____ Signature

FOR OFFICE USE ONLY

Date Received: ______/_____/_______

□ Denied □ Approved

Student Activities Director: ________________________________
Travel ID number: ________________________________