

# DCOM Student Request to Travel

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| Student Name: | Student ID: |
| Class (EX: 2027 Knoxville): | Conference Name: |
| Location of Travel: | Dates of Travel: |
| Sponsoring DCOM Club: | **How much is your club contributing:** |
| What is your club position (select one): Club Officer: [ ]  | Club Member: [ ] **Are you required to attend this conference (Y/N):** | Reason for Travel (select all that apply):Research:[ ]  | Networking:[ ]  | Education:[ ]  *\*If going to present research, please contact the LMU-DCOM Research Department* |

Have you submitted for an excused absence for this conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A detailed description of the purpose of travel. What are you hoping to gain or accomplish from attending this conference:

# Projected Cost of Travel

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| Lodging (based on <https://www.gsa.gov/>): |
| Airfare: |
| Conference Fees: |
| Total projected cost:  |

Requested by Date

\*Email the completed form to dcomstudentlife@lmunet.edu. You will receive a follow-up email with travel and fund approval.

\*If you indicated “Yes” to required conference attendance, please attach proof of required attendance to your email. An example of required attendance is club or national bylaws indicating your position is mandatory to attend or a memorandum from the national conference indicating your mandatory attendance.

\*You have 30 days to turn in the expense report to Angie Smolinsky (Harrogate) or Stephanie Mullins (Knoxville) to be reimbursed. You must include all itemized receipts.

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Travel Approval (Y/N):

Allocated Funding Approval:

Student Services Staff Representative:

Date: