

Student Organization Intent to Travel Form

Must be submitted no less than 14 workdays before your travel in the United States and 30 workdays before your travel outside the United States.

Organization:	Date Submitted:
Traveler's Name:	Student ID Number:
Are you employed with the University? No Yes <small>Note: If you are employed as a student, your travel will be handled as a university employee.</small>	Department Employed:
Date of Birth:	
Confirm that your travel waiver is attached and has a witness signature.	Cell Phone:
Confirm that your address is current in PeopleSoft. <small>Note: If it is not, it will need to be updated. Your home address will be used for your travel reimbursements.</small>	My trip is part of a Global Health International Service Grant, and I am receiving funds from their office? No Yes
Emergency Contact Information – Name	Emergency Contact Phone

Trip Name/Conference:				
Dates of Travel: Complete the information below.				
Domestic Travel			International Travel	
City:			City:	
State:			Country:	
Beginning Date		Start Time		Total Days Requested
Ending Date		End Time		
Conference/Program/Trip:				
Web Address of Conference: (attach conference information)				
Additional Information:				
Benefit to UT Southwestern:				
Funding: Will your student organization be covering your any of your travel expenses? No Yes				
My Organization has allotted toward my reimbursement for travel expense.				

Estimated Expenses covered by your organization. Enter amount in all that apply:

Airfare

Baggage

Hotel

Registration

Parking

Taxi/Uber/Shuttle etc.

Meals

Name of Airline: Southwest

American

United

Other

None

Reimbursement documents that you submit following the trip must include your ticket number, flight information, and form of payment showing a zero balance.

Name of Hotel:

None

Reimbursements must include an itemized receipt and form of payment with a zero balance.

If your hotel is in-state, you will need to get a state tax-exemption form to take with you to avoid the state hotel sales tax.

Registration: Payable to Organization/Vendor

Amount:

None

Your travel expenses may only be your OWN! The provider will be able to split charges if you share a room. If meals are a part of your travel reimbursement – they should be paid individually and not exceed the University allowance.

Traveler's Signature

I certify that the information provided by me in this document is, to the best of my knowledge, true and correct.

Signature _____ Date _____

Print Document and Sign Above

Student Life Approval

Signature _____ Date _____

Approved by Suzette Smith, Director of Student Life and the Bryan Williams, M.D. Student Center

FOR STUDENT LIFE USE ONLY

Organization Funds:

Source:

Activity ID: