SGA FINE ARTS DEPARTMENT FUNDS
STUDENT TRAVEL APPROVAL

Must be submitted and approved by the SGA Treasurer 45 days before travel occurs.
If this group is registered with OSAS, they must go through the Allocations Committee to receive funds and this form does not need to be filled out. Please contact Lori Gilmore at 532-6541 if you need more information on this process.

TRAVEL FOR:

Department Student Group Name:_____

*** A list of KSU students traveling on this trip must be attached.**

Destination :_____
(City) *(State/Country)*

Title of Conference, Meeting, Workshop (Please do not abbreviate)

_____

Dates of Meeting: Beginning _____ Ending_____

ESTIMATED TRAVEL EXPENSES: ($1000.00 for 10 students max)

$ _____ Private Car
$ _____ Vehicle Rental
$ _____ Airfare
$ _____ Meals
$ _____ Lodging

Contact Information if questions arise:

Name:_____Email:_____PhoneNumber:_____

_____ _____
SGA Treasurer Date

_____ _____
Dr. Gayle Spencer, Asst. Dean of Student Life Date

*This is for student travel expenses only and not for any staff/faculty travel expenses.

Submit completed form to the Office of Student Activities & Services, K-State Student Union, Ground Floor.

To be completed by the OSAS office

Date Received:_____ initials_____

Revised 6/27/2006