

**TEXAS TECH STUDENT GOVERNMENT ASSOCIATION
GROUP TRAVEL APPLICATION
(Organization's Travel Application for SGA Office Only)**

Organization Name _____ Date _____

Advisor's Full Legal Name _____ Mail Stop _____

Advisors Phone _____ Advisor's Fax # _____

Advisor's Tech ID# _____ Destination _____

*****Estimated Expenses*****

Airfare _____ Registration Fee _____ Public Transportation _____

Fuel _____ Lodging _____ Meals _____ Rental Car _____ Other _____

Date Leaving _____ Time Leaving _____ a.m. or p.m.

Date Returning _____ Time Returning _____ a.m. or p.m.

Number of Students traveling (advisors not included) _____

PLEASE ATTACH A LIST OF STUDENTS ATTENDING, THEIR STUDENT ID NUMBERS, EMERGENCY CONTACT INFORMATION, and RESIDENCY STATUS OF ANY INTERNATIONAL STUDENTS

Detailed Purpose of Trip (include names of conventions, seminars, name of paper presented, etc.)

Amount to be Allocated for **this trip** from your Lump Sum? _____

Are you requesting funding for **this trip** from any other department on campus? YES NO

If YES, Department Name _____ Contact Name _____

Phone Number _____ FOP _____

Amount _____

ARE YOU REQUESTING A CASH ADVANCE? YES NO

ARE YOU REQUESTING A PO? YES NO

(Organization advisor must make prior arrangements with Teresa Davis in order to choose this option)

Advisor's Signature

Student Organization President's Signature

- **IMPORTANT:** This form must be received in the SGA Office 3 weeks prior to your departure on the trip. Forms submitted within the 3 week window will not be accepted.
 - Refer to Funding Regulations Handbook for All Reimbursement Rules.
 - Retain all **ORIGINAL RECEIPTS**
 - **FUNDS IN ADVANCE:** Advance must be picked up by the advisor the day before departure in the Travel Services Office on 1901 University Ave, Suite 408.
- QUESTIONS?? Please call Teresa Davis at 742-3631 or e-mail her at teresa.y.davis@ttu.edu.*