

RCHSS Student Travel Request Form

Please fill out the complete form and submit to your Department's Admin.

*** Funding to cover student travel is generally only allowable for presenting official research or an academic project OR accepting an academic award earned while an active student. When students are not presenting or accepting an award, the department must email Compliance at compliance@kennesaw.edu for approval. Please include in the email how this trip benefits your program and KSU. The approved email from Compliance must be added to this form.**

Name: _____
Department: _____
Travel Destination: _____
Departure Date: _____
Return Date: _____
Purpose of Trip: _____
Name of Conf./Event: _____
Traveler's Signature: _____
Traveler's Email: _____

Estimated Travel Expenses:	Amount
Airfare: _____	_____
Car Rental, Mileage: _____	_____
Hotel: _____	_____
Per Diem: _____	_____
Registration: _____	_____
MISC (Ground Transportation, Parking, etc.): _____	_____
Agenda Attached: _____	Total _____

Department Use Only		
Speed Chart: _____	Amount Approved: _____	Date: _____
Dept. Head Signature _____		

Once form is completed, please submit to your Business Operations Specialist for review prior to incurring any expenses.